



AN AASIS TRAINING GUIDE

Accounts Payable Basics Logistics Invoicing



**BEST IF PRINTED IN
SLIDE VIEW**

Logistics / Materials Management

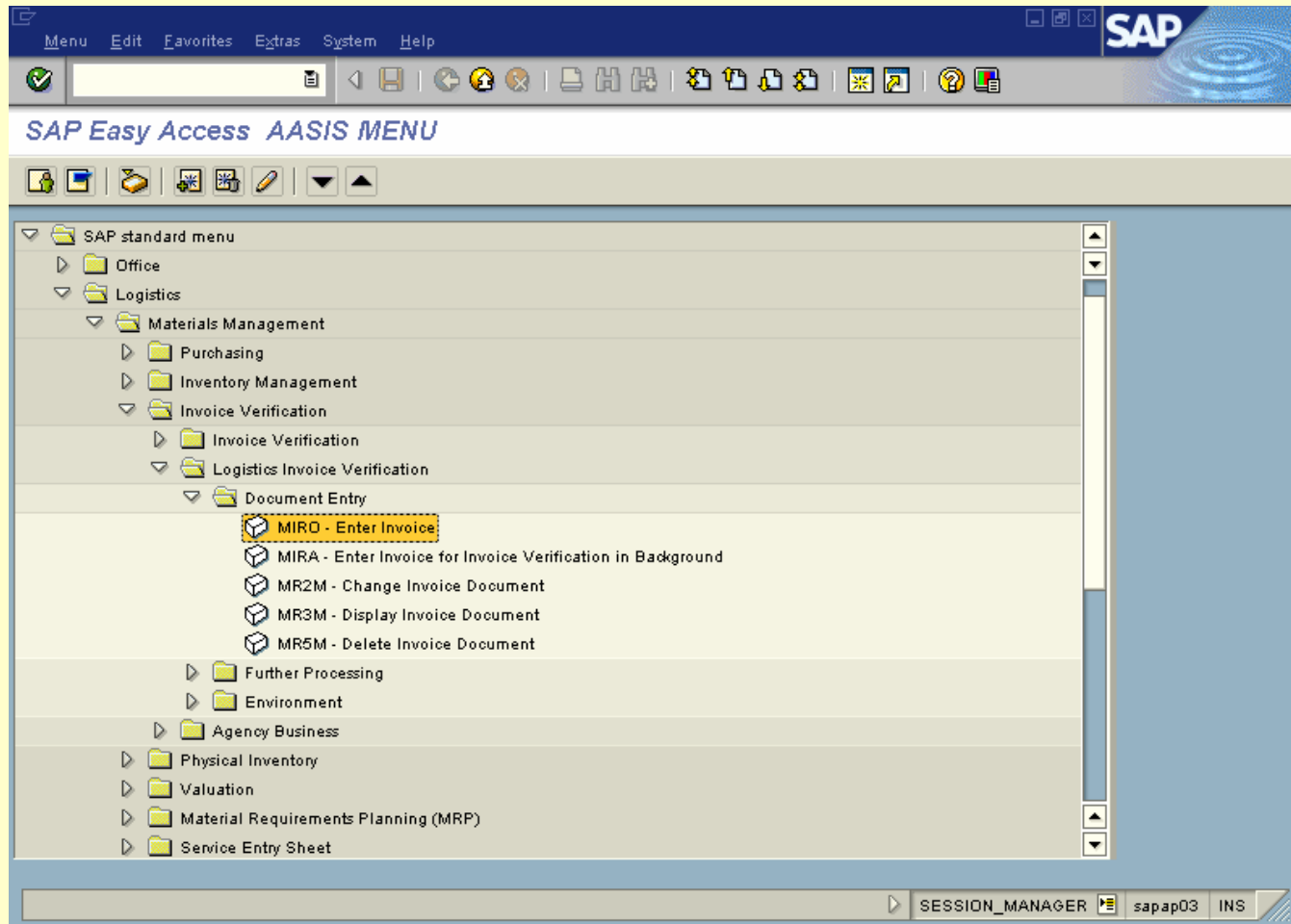
- Purchase orders are created in the Materials Management area of AASIS. Materials Management is also referred to as Logistics.
- In order to pay an invoice against a purchase order, two documents must already exist in AASIS: the purchase order itself and a goods receipt.
- When a purchase order exists in the system, the corresponding invoice must be paid by the logistics transaction MIRO rather than through the direct invoice park and post method.

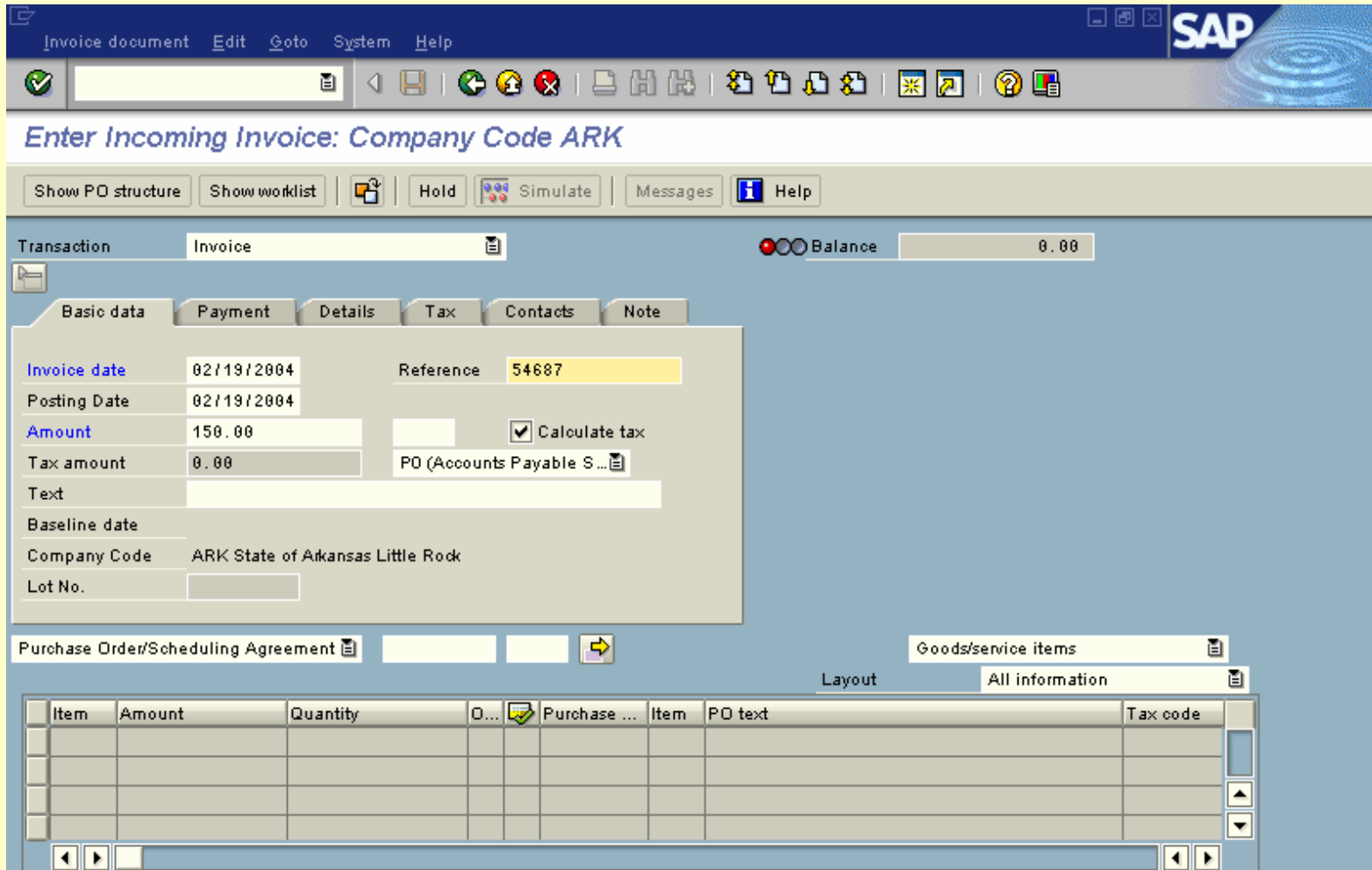


LOGISTICS INVOICING

A. Entering the MIRO Invoice Verification

Entering the MIRO Invoice Verification





Invoice document Edit Goto System Help

Enter Incoming Invoice: Company Code ARK

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance 0.00

Basic data Payment Details Tax Contacts Note

Invoice date 02/19/2004 Reference 54687

Posting Date 02/19/2004

Amount 150.00 ☒ Calculate tax

Tax amount 0.00 PO (Accounts Payable S...

Text

Baseline date

Company Code ARK State of Arkansas Little Rock

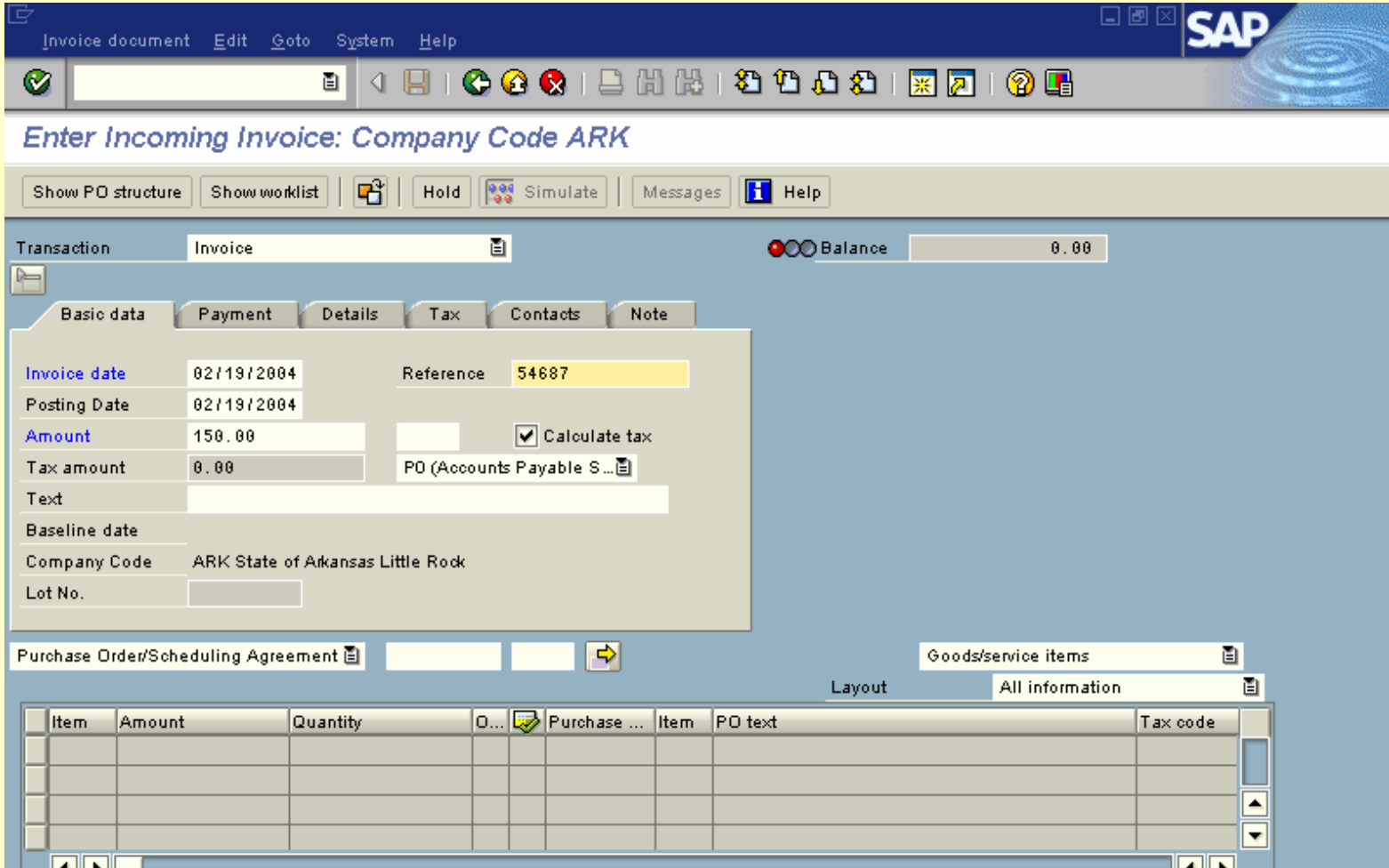
Lot No.

Purchase Order/Scheduling Agreement Goods/service items

Layout All information

Item	Amount	Quantity	D...	Purchase ...	Item	PO text	Tax code

1. On the Basic Data Tab, enter the Invoice Date. This will be used as the baseline date in calculating the date that the invoice will pay.



The screenshot shows the SAP 'Enter Incoming Invoice' screen for Company Code ARK. The transaction type is 'Invoice' and the balance is 0.00. The 'Basic data' tab is active, showing the following fields:

- Invoice date: 02/19/2004
- Posting Date: 02/19/2004
- Amount: 150.00
- Tax amount: 0.00
- Reference: 54687
- Calculate tax: ☒
- PO (Accounts Payable S...): PO (Accounts Payable S...)
- Text:
- Baseline date:
- Company Code: ARK State of Arkansas Little Rock
- Lot No.:

Below the 'Basic data' tab, there are fields for 'Purchase Order/Scheduling Agreement' and 'Goods/service items'. The 'Layout' is set to 'All information'. At the bottom, there is a table with the following columns: Item, Amount, Quantity, D..., Purchase ..., Item, PO text, and Tax code.

Item	Amount	Quantity	D...	Purchase ...	Item	PO text	Tax code

2. Enter a Reference number. The vendor's invoice number is the recommended input because AASIS checks this field for duplicates.

Invoice document Edit Goto System Help

SAP

Enter Incoming Invoice: Company Code ARK

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance 0.00

Basic data Payment Details Tax Contacts Note

Invoice date 02/19/2004 Reference 54687

Posting Date 02/19/2004

Amount 150.00 ☒ Calculate tax

Tax amount 0.00 PO (Accounts Payable S...)

Text

Baseline date

Company Code ARK State of Arkansas Little Rock

Lot No.

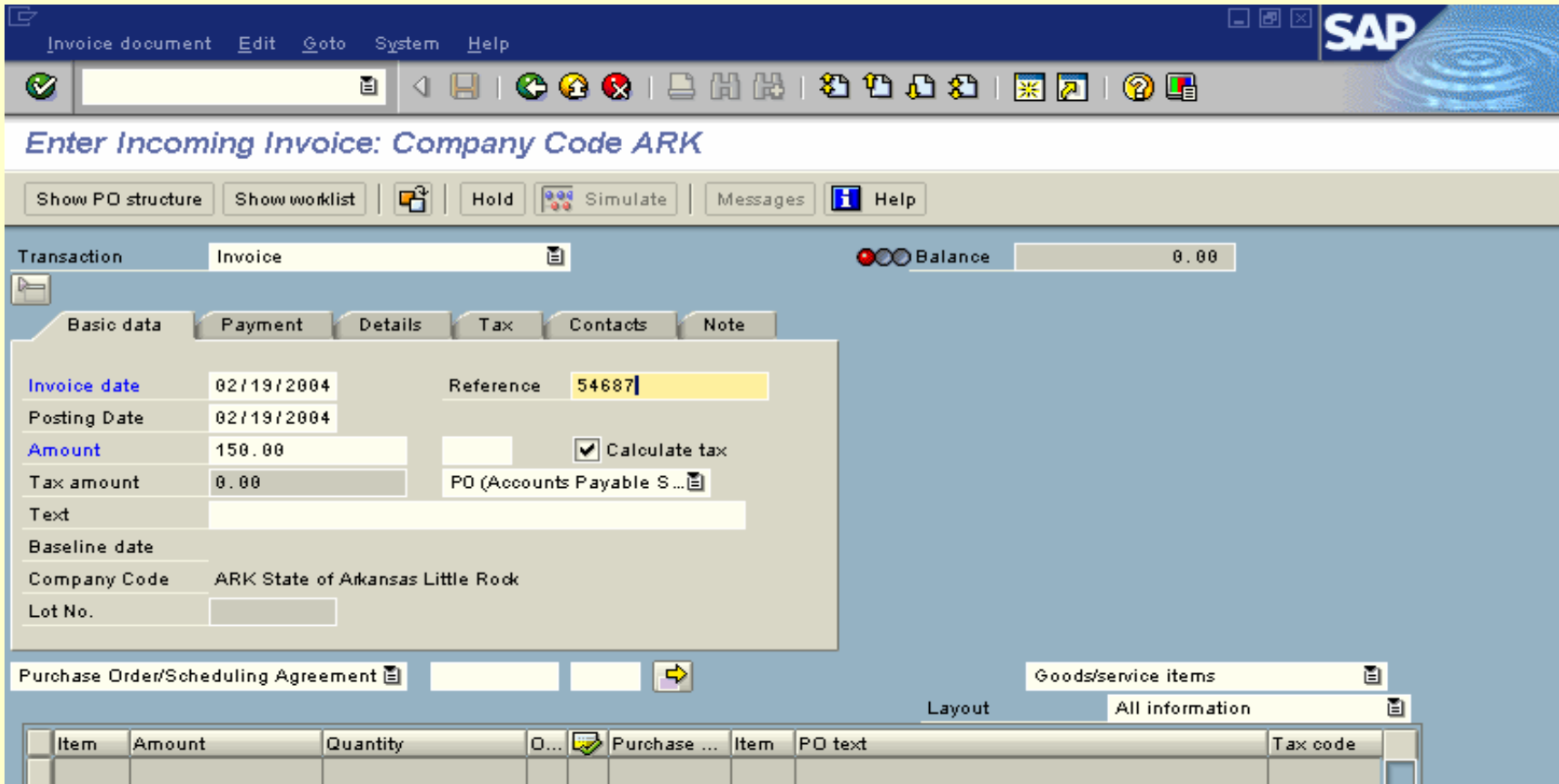
Purchase Order/Scheduling Agreement Goods/service items

Layout All information

Item	Amount	Quantity	D...	Purchase ...	Item	PO text	Tax code

Item Search Term 0 / 0 Items

3. Enter the invoice amount.



The screenshot shows the SAP 'Enter Incoming Invoice' screen for Company Code ARK. The 'Basic data' tab is active, displaying the following fields:

- Invoice date: 02/19/2004
- Posting Date: 02/19/2004
- Amount: 150.00
- Tax amount: 0.00
- Text: (empty)
- Baseline date: (empty)
- Company Code: ARK State of Arkansas Little Rock
- Lot No.: (empty)

The 'Reference' field contains '54687'. The 'Calculate tax' checkbox is checked. The 'PO (Accounts Payable S...)' dropdown is set to 'P0'. The 'Purchase Order/Scheduling Agreement' field is empty. The 'Goods/service items' dropdown is set to 'All information'. The 'Layout' dropdown is set to 'All information'. The 'Balance' field shows '0.00'.

Item	Amount	Quantity	O...	Purchase ...	Item	PO text	Tax code

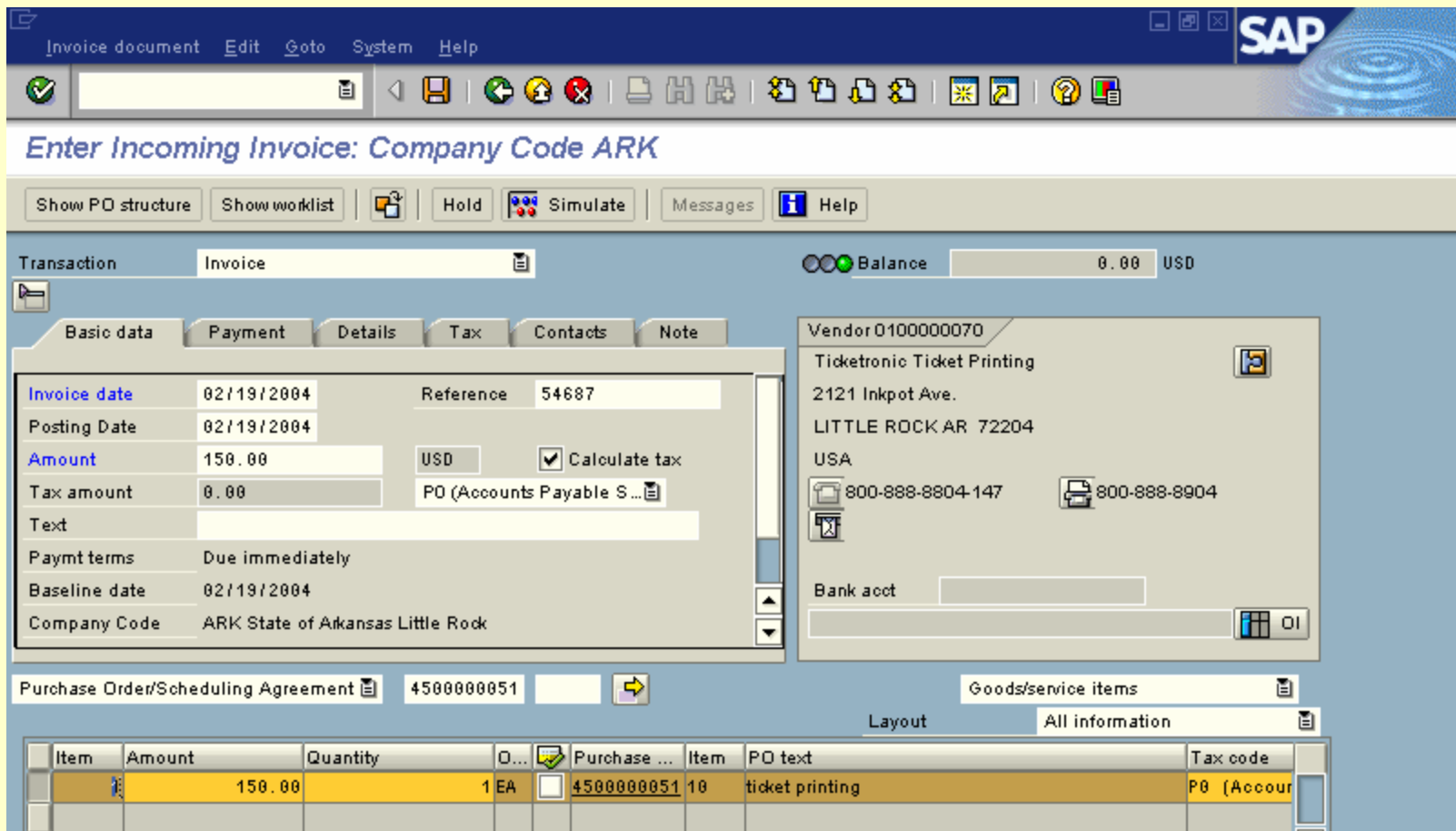
4. Select the calculate tax check box and the proper tax code. Tax codes are P0 (tax exempt), P1 (sales tax added) or U1 (use tax). Use tax is used when the vendor is located out of state and doesn't collect Arkansas sales tax on taxable items.



What if the system calculated tax for tax code P1 is different from the tax on the invoice?

- To accommodate the difference, as well as assign the difference to the actual expense, follow these directions:
 1. Enter the full amount (including the sales tax) of the invoice in Amount field.
 2. Do **not** select the Calculate Tax check box.
 3. Enter the amount of sales tax to be paid in the Tax amount field.

NOTE: Tolerance level for invoice differences is 10% up to \$100; this allows adjustment for sales tax as necessary for a zero balance.



Invoice document | Edit | Goto | System | Help

Enter Incoming Invoice: Company Code ARK

Show PO structure | Show worklist | Hold | Simulate | Messages | Help

Transaction: Invoice | Balance: 0.00 USD

Basic data | Payment | Details | Tax | Contacts | Note

Invoice date: 02/19/2004 | Reference: 54687
Posting Date: 02/19/2004
Amount: 150.00 | USD | ☒ Calculate tax
Tax amount: 0.00 | PO (Accounts Payable S...
Text:
Paymt terms: Due immediately
Baseline date: 02/19/2004
Company Code: ARK State of Arkansas Little Rock

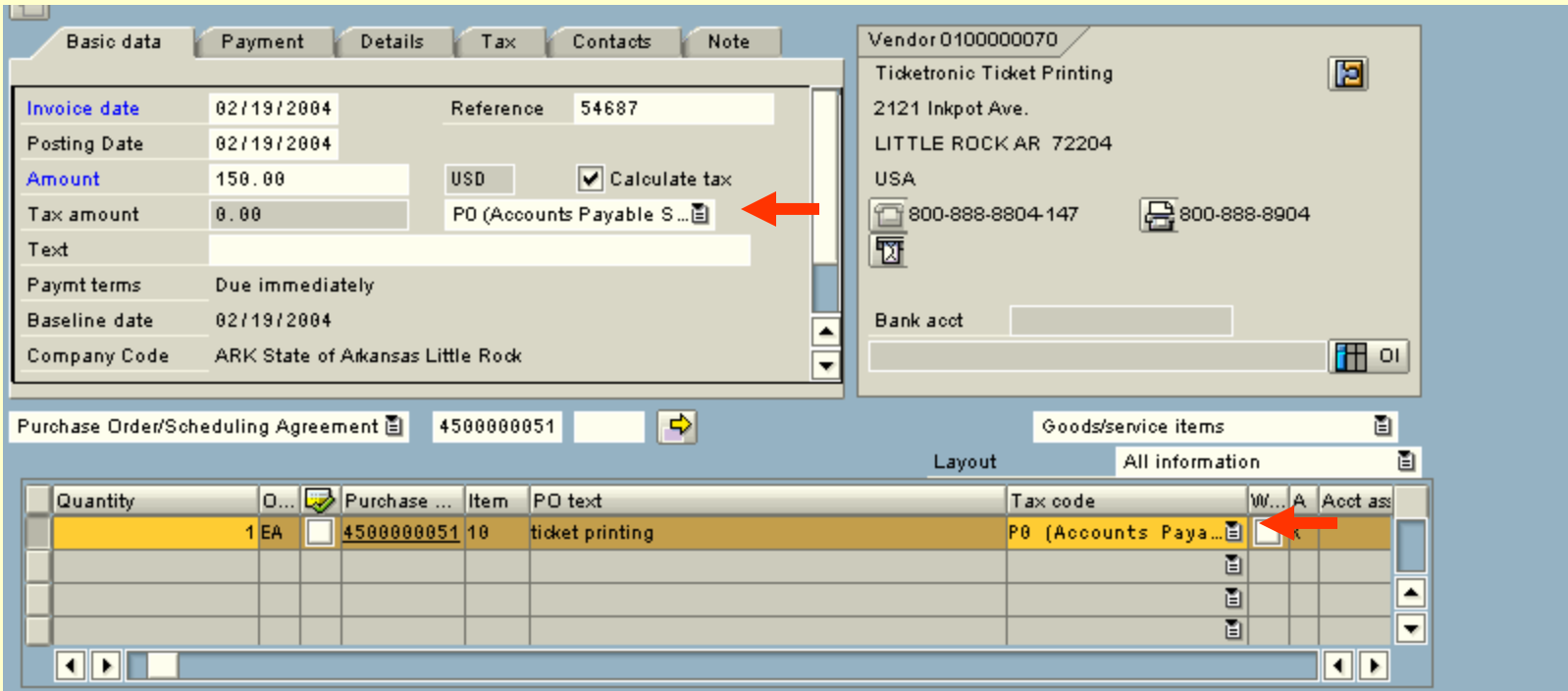
Vendor 0100000070
Ticketronic Ticket Printing
2121 Inkpot Ave.
LITTLE ROCK AR 72204
USA
800-888-8804-147 | 800-888-8904
Bank acct: | OI

Purchase Order/Scheduling Agreement: 4500000051 | Goods/service items

Layout: All information

Item	Amount	Quantity	O...	Purchase ...	Item	PO text	Tax code
	150.00	1	EA	4500000051	10	ticket printing	P0 (Accour

5. Enter the Purchase Order number. If the PO number is unknown, click on the dropdown button to search. Select the PO number, click enter and the purchase order information will be copied into the invoice payment.




Basic data | Payment | Details | Tax | Contacts | Note

Invoice date: 02/19/2004 | Reference: 54687

Posting Date: 02/19/2004

Amount: 150.00 | USD | ☒ Calculate tax

Tax amount: 0.00 | PO (Accounts Payable S...) 

Text:

Paymt terms: Due immediately

Baseline date: 02/19/2004

Company Code: ARK State of Arkansas Little Rock

Vendor: 0100000070

Ticketronic Ticket Printing


2121 Inkpot Ave.

LITTLE ROCK AR 72204

USA


800-888-8804-147 | 800-888-8904

Bank acct:

Purchase Order/Scheduling Agreement: 4500000051 

Goods/service items

Layout: All information

Quantity	O...	Purchase ...	Item	PO text	Tax code	W...	A	Acct ass
1 EA	<input type="checkbox"/>	4500000051	10	ticket printing	PO (Accounts Paya...			

6. Check to make sure that the tax code from the PO matches the one selected for the invoice. Change it if necessary.

NOTE: When using tax code U1 and the invoice contains items that are taxable and non-taxable, you must create two (2) separate invoices for tax to calculate correctly. Otherwise, tax would calculate on the entire amount of the invoice.

Enter Incoming Invoice: Company Code ARK




Transaction Balance USD


Unpl. Del. Csts	<input type="text"/>	Exch. Rate	<input type="text" value="1.00000"/>
Currency	<input type="text" value="USD"/>	Inv. Party	<input type="text" value="100000070"/>
Doc. Type	<input type="text" value="Invoice receipt"/>	Bus. Area	<input type="text" value="0610"/>
Inv. rcpt date	<input type="text"/>	G/L	<input type="text" value="2110001000"/>
Assignment	<input type="text" value="54687"/>	Planning Day	<input type="text" value="02/19/2004"/>
Header Text	<input type="text" value="This will print on remitt"/>		
Plg level	<input type="text" value="AP"/>		

Vendor 0100000070
 Ticketronic Ticket Printing
 2121 Inkpot Ave.
 LITTLE ROCK AR 72204
 USA
 800-888-8804-147 800-888-8904
 Bank acct

7. Click the Details tab. Enter the business area. This is a required field.

Enter Incoming Invoice: Company Code ARK


Show PO structure Show worklist  Hold  Simulate Messages  Help

Transaction Invoice  Balance 0.00 USD

Basic data Payment Details Tax Contacts Note

Unpl. Del. Csts

Currency USD Exch. Rate 1.00000



Doc. Type Invoice receipt  Inv. Party 100000070

Inv. rcpt date Bus. Area 0610



Assignment 54687 G/L 2110001000

Header Text This will print on remitt

Plg level AP Planning Day 02/19/2004

Vendor 0100000070
Ticketronic Ticket Printing
2121 Inkpot Ave.
LITTLE ROCK AR 72204
USA
 800-888-8804-147  800-888-8904

Bank acct




Purchase Order/Scheduling Agreement  4500000051 


Goods/service items
Layout All information

8. Fill in the assignment field and header text.


NOTE: The assignment field will print on the remittance advice. The recommended entry is the invoice number. Header texts will also print on the remittance advice.

Enter Incoming Invoice: Company Code ARK


Show PO structure Show worklist  Hold  Simulate Messages  Help

Transaction Invoice  Balance 0.00 USD

Basic data Payment Details Tax Contacts Note

Unpl. Del. Csts 

Currency USD Exch. Rate 1.00000



Doc. Type Invoice receipt  Inv. Party 100000070



Inv. recpt date Bus. Area 0610

Assignment 54687 G/L 2110001000

Header Text This will print on remitt

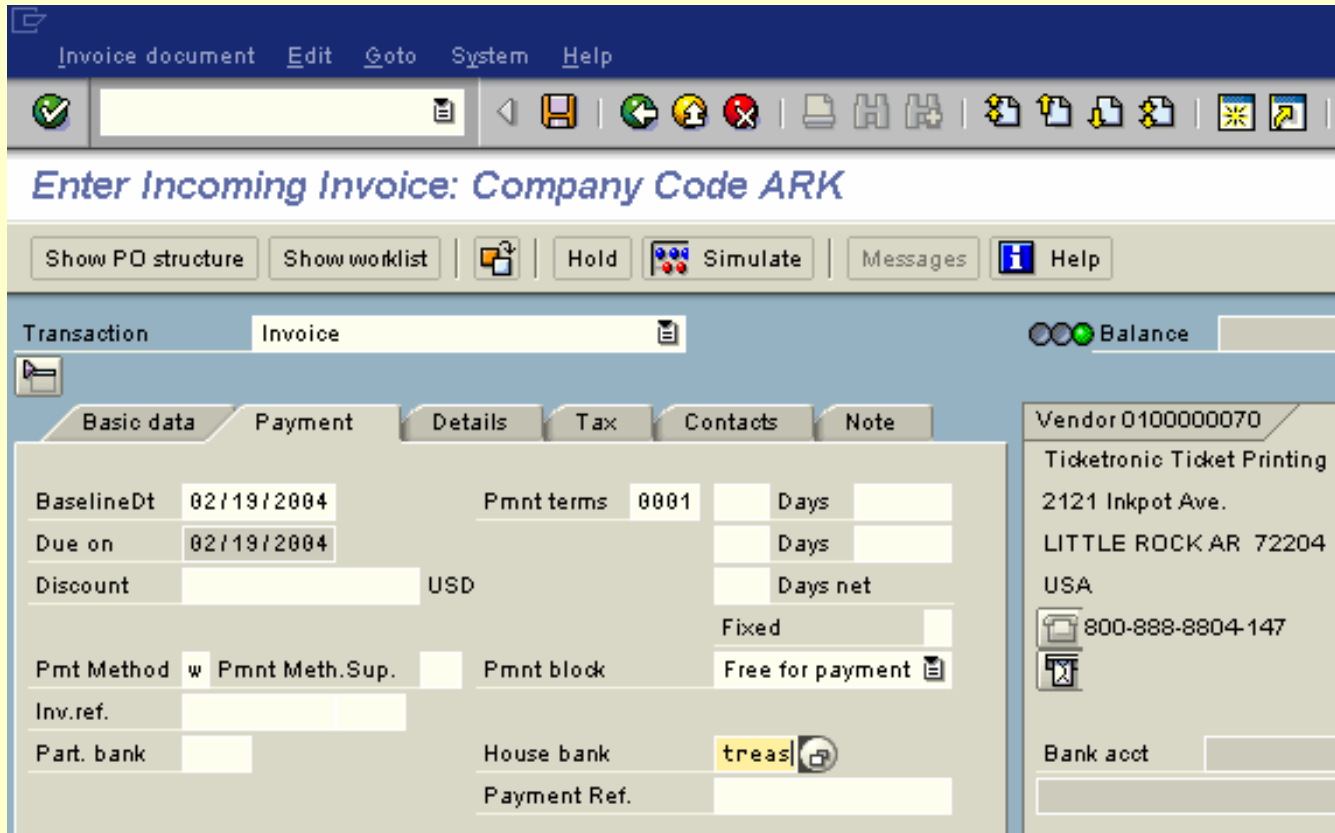
Plg level AP Planning Day 02/19/2004

Vendor 0100000070
Ticketronic Ticket Printing
2121 Inkpot Ave.
LITTLE ROCK AR 72204
USA
 800-888-8804-147  800-888-8904
Bank acct

Purchase Order/Scheduling Agreement  4500000051 

Layout Goods/service items All information

9. If there are unplanned delivery costs, enter them here.



10. Click the Payment tab. Fill in the payment method. Select W if the invoice is being paid by warrant from a treasury account. Select C for check if you are generating a check from a cash account. Select A for direct deposit if the payment is being deposited directly into the vendor's bank account.

Invoice document Edit Goto System Help

Enter Incoming Invoice: Company Code ARK

Show PO structure Show worklist Hold Simulate Messages Help

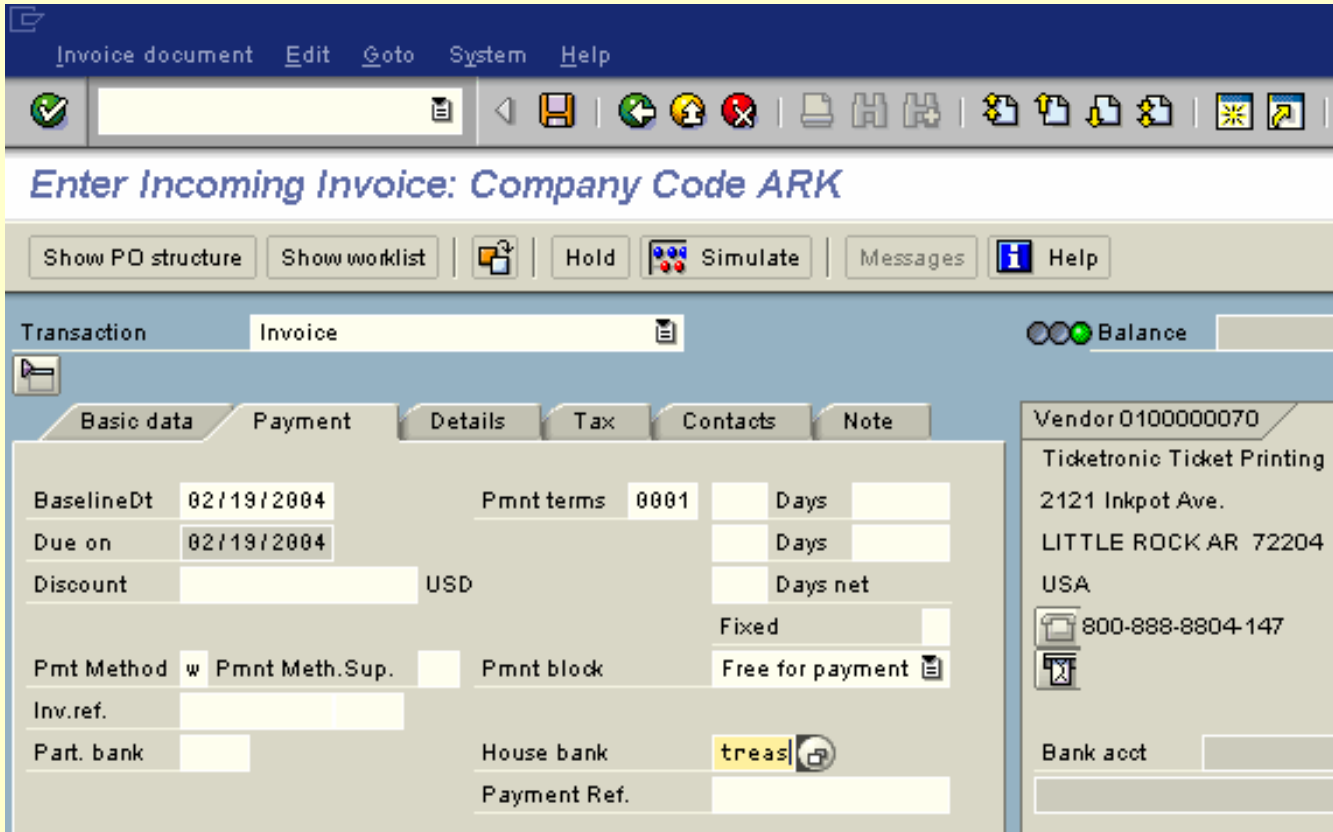
Transaction Invoice Balance

Basic data Payment Details Tax Contacts Note

BaselineDt 02/19/2004 Pmnt terms 0001 Days
 Due on 02/19/2004 Days
 Discount USD Days net
 Fixed
 Pmt Method w Pmnt Meth.Sup. Pmnt block Free for payment
 Inv.ref.
 Part. bank House bank treas
 Payment Ref.

Vendor 0100000070
 Ticketronic Ticket Printing
 2121 Inkpot Ave.
 LITTLE ROCK AR 72204
 USA
 800-888-8804-147
 Bank acct

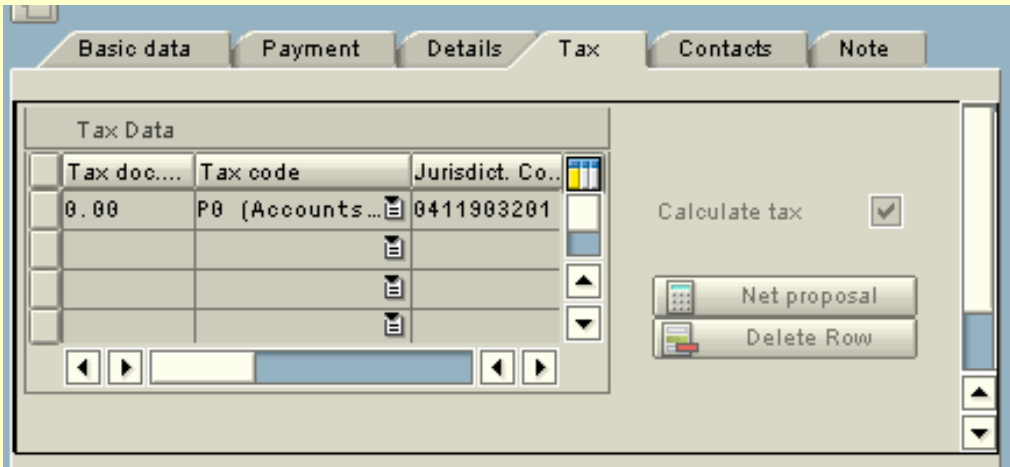
11. Enter the house bank. Enter treas if paying from a treasury account or select your AASIS house bank if paying by check.



The screenshot shows the 'Enter Incoming Invoice' screen in the AASIS software. The title bar includes 'Invoice document', 'Edit', 'Goto', 'System', and 'Help'. Below the title bar is a menu bar with 'Invoice document', 'Edit', 'Goto', 'System', and 'Help'. The main window has a title bar that says 'Enter Incoming Invoice: Company Code ARK'. Below the title bar is a toolbar with buttons for 'Show PO structure', 'Show worklist', 'Hold', 'Simulate', 'Messages', and 'Help'. The main area is divided into two sections: 'Transaction' and 'Balance'. The 'Transaction' section has a dropdown menu set to 'Invoice'. The 'Balance' section has a dropdown menu set to 'Balance'. Below these sections are tabs for 'Basic data', 'Payment', 'Details', 'Tax', 'Contacts', and 'Note'. The 'Basic data' tab is active, showing fields for 'BaselineDt' (02/19/2004), 'Due on' (02/19/2004), 'Discount' (USD), 'Pmnt terms' (0001), 'Days' (Days), 'Days net' (Days net), 'Fixed' (Fixed), 'Pmt Method' (w), 'Pmnt Meth.Sup.' (Pmnt Meth.Sup.), 'Pmnt block' (Free for payment), 'Inv.ref.' (Inv.ref.), 'Part. bank' (Part. bank), 'House bank' (treas), and 'Payment Ref.' (Payment Ref.). The 'Vendor' section on the right shows 'Vendor 0100000070', 'Ticketronic Ticket Printing', '2121 Inkpot Ave.', 'LITTLE ROCK AR 72204', 'USA', '800-888-8804-147', and 'Bank acct'.

12. Make an entry in the Payment reference field if desired.

NOTE: The payment reference field is used to control the number of payments sent to the vendor. Make an entry in this field to generate a separate payment for this invoice. To combine all invoices in one payment, leave it blank.



The screenshot shows the 'Tax Data' tab with a table containing tax information. The table has columns for 'Tax doc...', 'Tax code', and 'Jurisdict. Co...'. The first row shows '0.00', 'P0 (Accounts...', and '0411903201'. To the right of the table are buttons for 'Calculate tax' (checked), 'Net proposal', and 'Delete Row'.

Tax doc...	Tax code	Jurisdict. Co...
0.00	P0 (Accounts...)	0411903201

No entry is required on the tax tab. Tax data is copied from basic data tab.

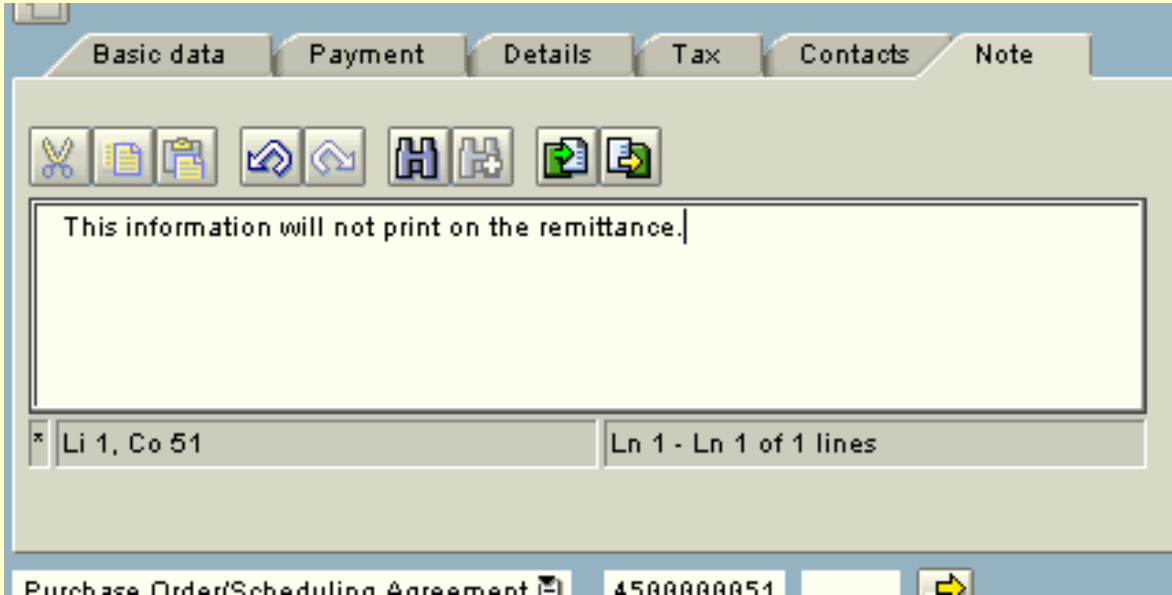
If available, you can view contact information on the contacts tab.



The screenshot shows the 'Contacts' tab with a form containing contact information. The fields are: 'Invoice item' (1), 'Short Text' (ticket printing), 'Requisitioner' (training), 'Buyer' (CSVOLLMAN), and 'GR processor' (CSVOLLMAN). At the bottom, there is a 'Purchase Order/Scheduling Agreement' field with a value of 4500000051 and a yellow arrow icon.

Invoice item	1
Short Text	ticket printing
Requisitioner	training
Buyer	CSVOLLMAN
GR processor	CSVOLLMAN

Purchase Order/Scheduling Agreement 4500000051



Basic data Payment Details Tax Contacts Note

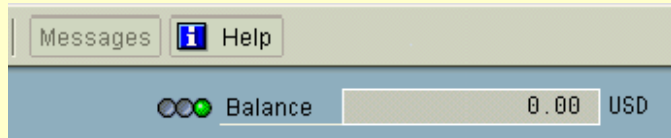
✂ 📄 📄 ↶ ↷ 🏠 🏠+ 📄 📄

This information will not print on the remittance.

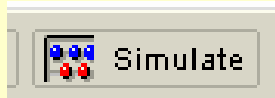
* Li 1, Co 51 Ln 1 - Ln 1 of 1 lines

Purchase Order/Scheduling Agreement 4500000051 ➡

13. You can enter notes on the note tab. This information is for internal use only; it does not print on the invoice or remittance.



When the document is balanced between debits and credits, the stoplight style indicator will show green.



14. Click the Simulate Button to view the document as entered.

Simulate Document in USD (Document currency)

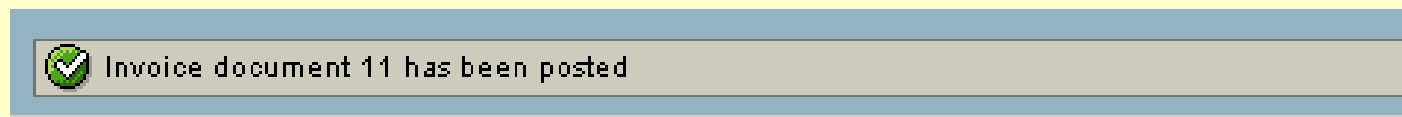
Position	A G/L	Acc/mat/asset/vend	Amount	Cu...	Purchasin...	Item	T...	Jurisdiet. Code	Tax date	Bu...	Cost
1	K2110001000	Ticketronic Ticket Prin...	150.00	USD			PO			0610	
2	S2110001000	Goods Receipt/Invoic...	150.00	USD	45000000051	10	PO	0411903201		0610	3832

MIRO

15. After viewing the document, you may post from this screen or hit the back button to make changes to the document.



After posting, AASIS will generate a message with the document number.

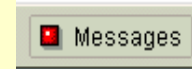


**Invoice Verification**

how PO structure | Hold | Simulate | Switch company code | Messages | Help

Transaction: 1 Invoice | Balance: 85.30 USD

Documents that contain errors will have a yellow or red warning light. Click on the Messages icon to get more details.

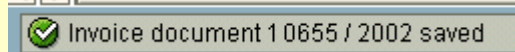


Verification log - invoice / 2002

Type	Message text	LText	Item	Origin
	Message text			
	Different invoicing party 100002037 planned in purchase order 4500011%			Assignment
	Document does not contain any items			Check invoice document
	No tax code found for difference			Check invoice document
	Balance not zero: 85.30 debits: 0.00 credits: 85.30			Check invoice document
	Item list contains no items for settlement			Post

0 4 1 0

Using the Hold Function in a MIRO Document

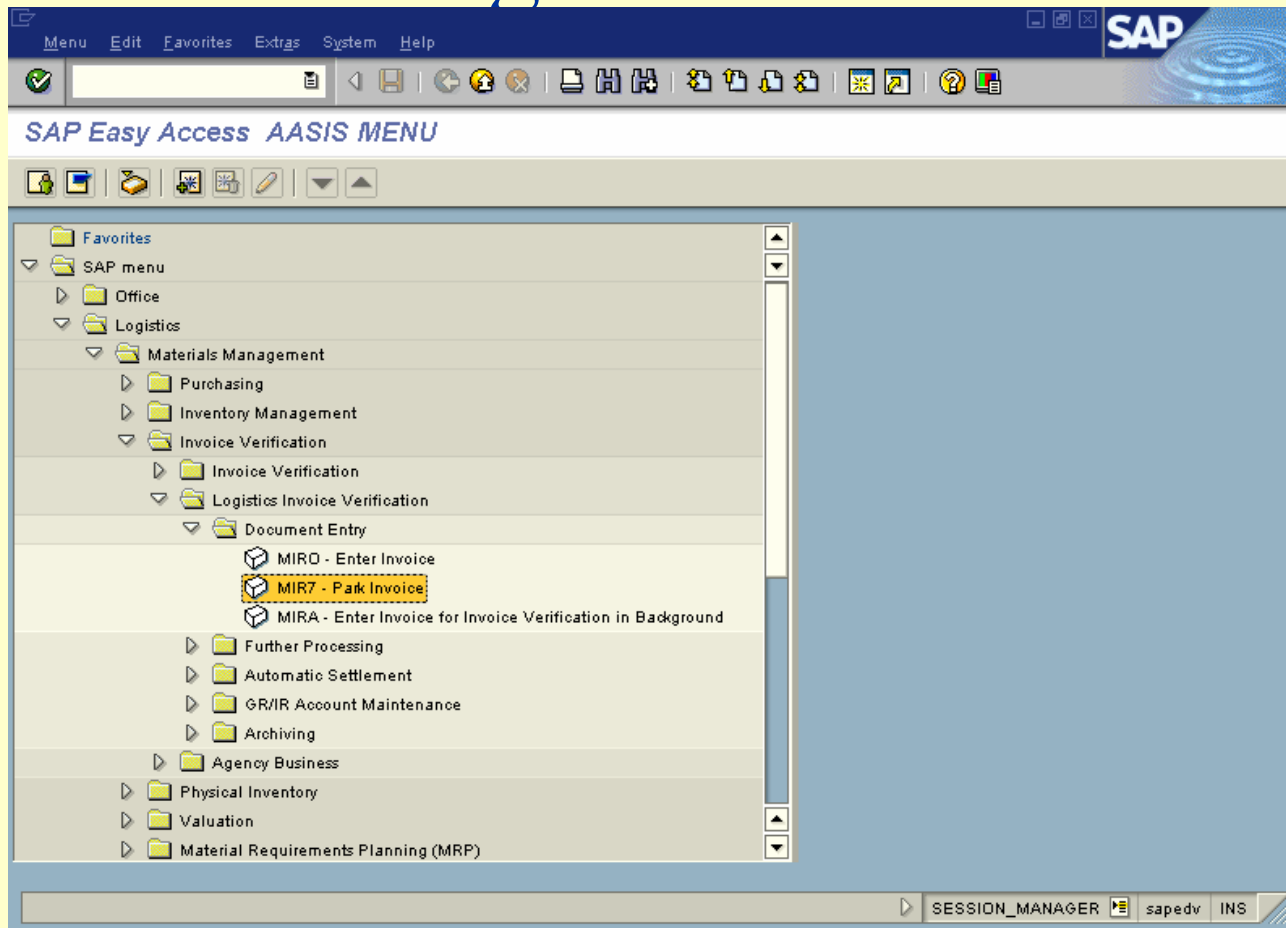
- A MIRO Document may be saved without posting by clicking the hold icon. 
- When using this option, be sure to make note of the document number so that you can easily find it again to post in the system. The system will indicate that the document was “saved” rather than “posted.”
- When the document is posted, the system will assign it the same document number that it had when it was held.
- Note that a logistics invoice may be parked, held, or parked as complete by using transaction MIR7 rather than MIRO.

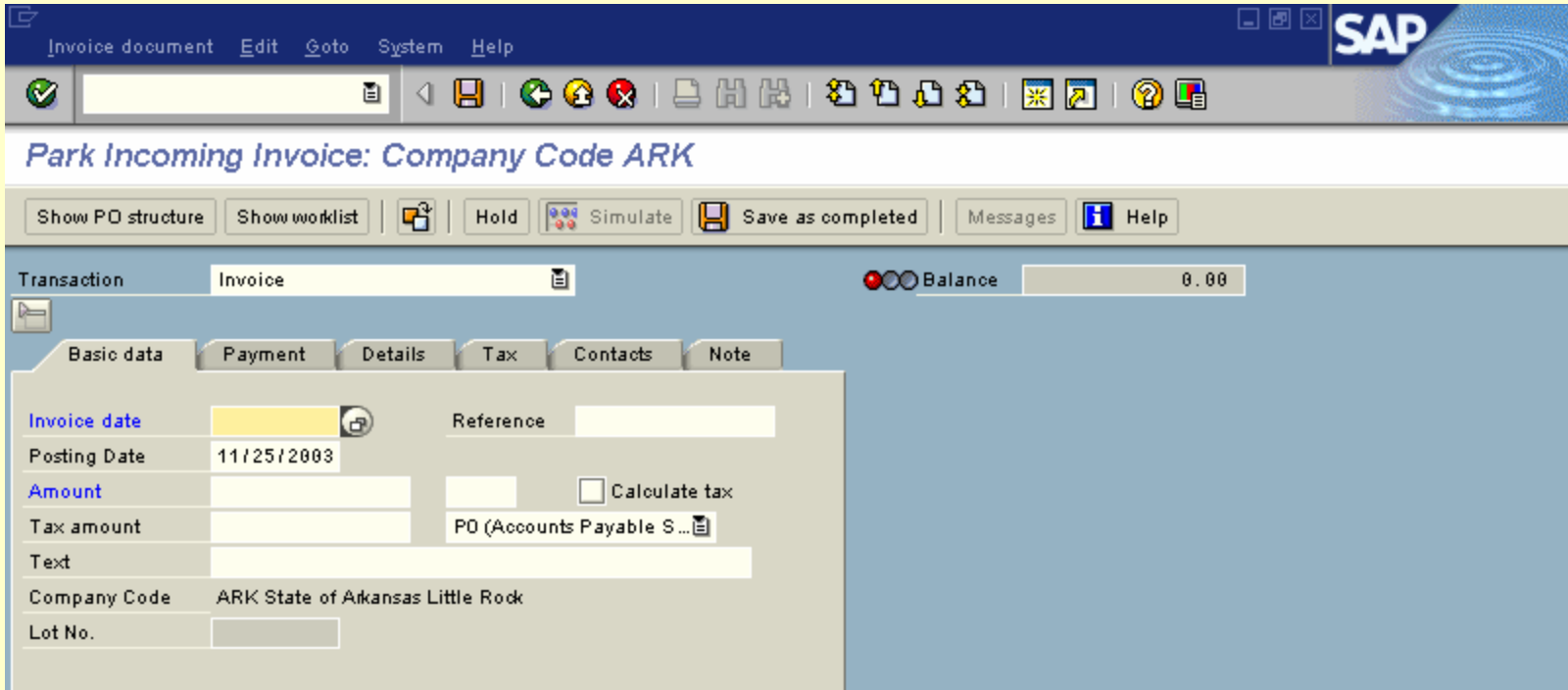


LOGISTICS INVOICING

B. Entering the MIR7 to Hold or Park Invoices


Using Transaction MIR7 to Hold or Park Logistics Invoices






The screenshot shows the SAP 'Invoice document' entry screen. The title bar includes 'Invoice document', 'Edit', 'Goto', 'System', and 'Help'. The SAP logo is in the top right corner. Below the title bar is a toolbar with various icons. The main header area displays 'Park Incoming Invoice: Company Code ARK'. Below this is a row of buttons: 'Show PO structure', 'Show worklist', 'Hold', 'Simulate', 'Save as completed', 'Messages', and 'Help'. The 'Transaction' field is set to 'Invoice', and the 'Balance' is '0.00'. The 'Basic data' tab is selected, showing fields for 'Invoice date', 'Posting Date' (11/25/2003), 'Amount', 'Tax amount', 'Text', 'Company Code' (ARK State of Arkansas Little Rock), and 'Lot No.'. There is also a 'Reference' field and a 'Calculate tax' checkbox.

Enter the information as you would on a MIRO. When you post the document, the following options are available:

Park  parks the document. Parked documents post to the purchase order, while held documents do not.

Hold  holds the document.

Save as completed  parks the document and commits budget.



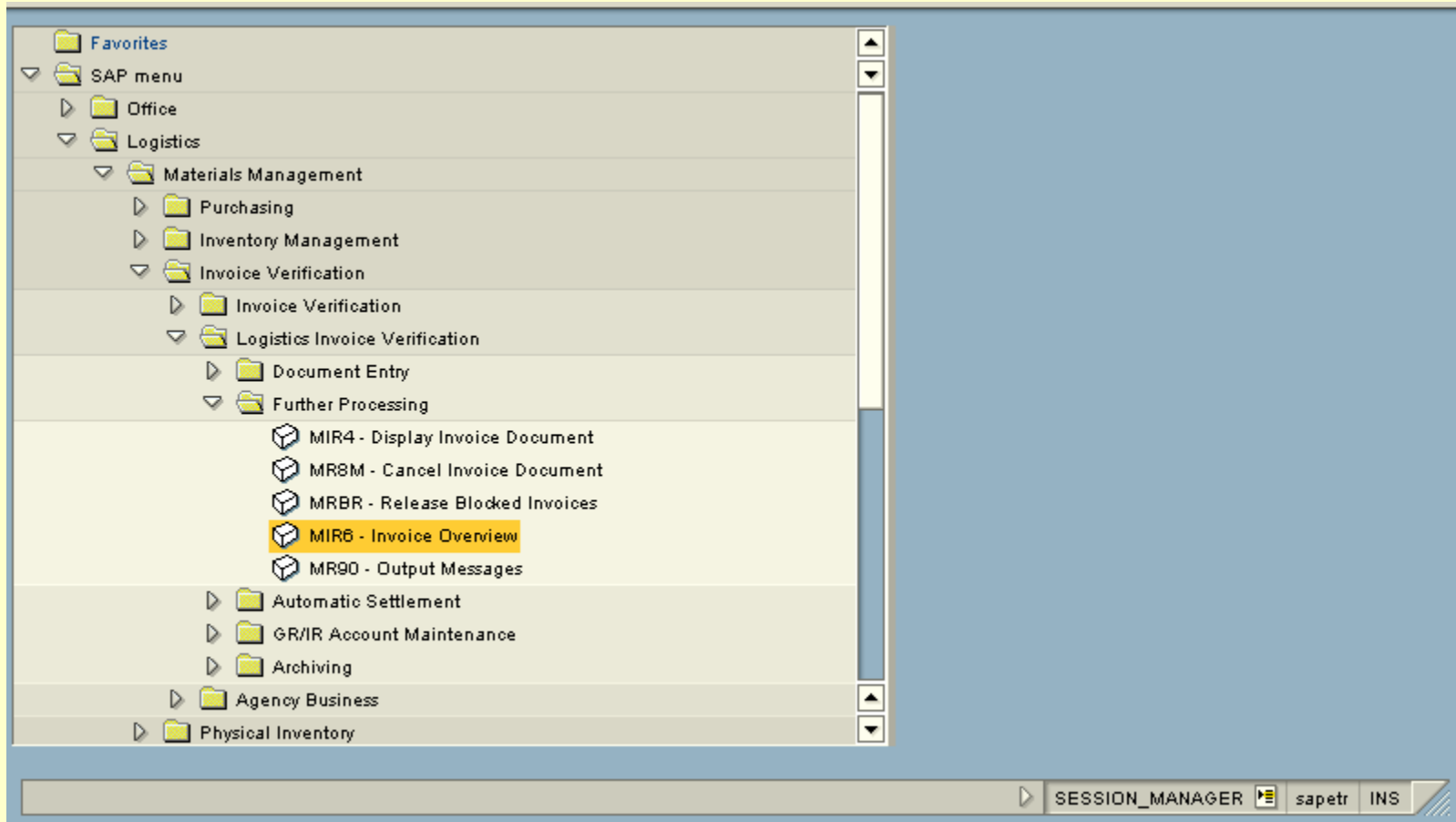
LOGISTICS INVOICING

C. Using the MIR6 to Post Held or Parked Invoices

Using Transaction MIR6 for Held MIRO Invoices

- An invoice created in MIRO and put on hold is retrieved for changes, deletion, or posting with Transaction MIR6.
- Once a logistics invoice, MIRO, has been posted, changes with MIR6 are no longer possible. A posted MIRO creates a Financial Accounting (FI) invoice document and any changes will now have to be made on the FI document using FB02.

Using Transaction MIR6 to Post Held MIRO Invoices



Selections Edit Goto System Help

Invoice overview - selection criteria

Fiscal Year	2004	to		→
Proc. by	CSVOLLMAN	to		→
Invoicing Party		to		→
Company Code	ARK	to		→
Document Date		to		→
Posting Date		to		→
Document Type		to		→
Reference		to		→
Document Header Text		to		→

Entry Type

- ☐ Background
- ☐ Invoices Verified Online
- ☐ EDI
- ☐ BAPI
- ☐ ERS
- ☐ Invoicing Plan
- ☐ Cancellation
- ☒ Held/Parked

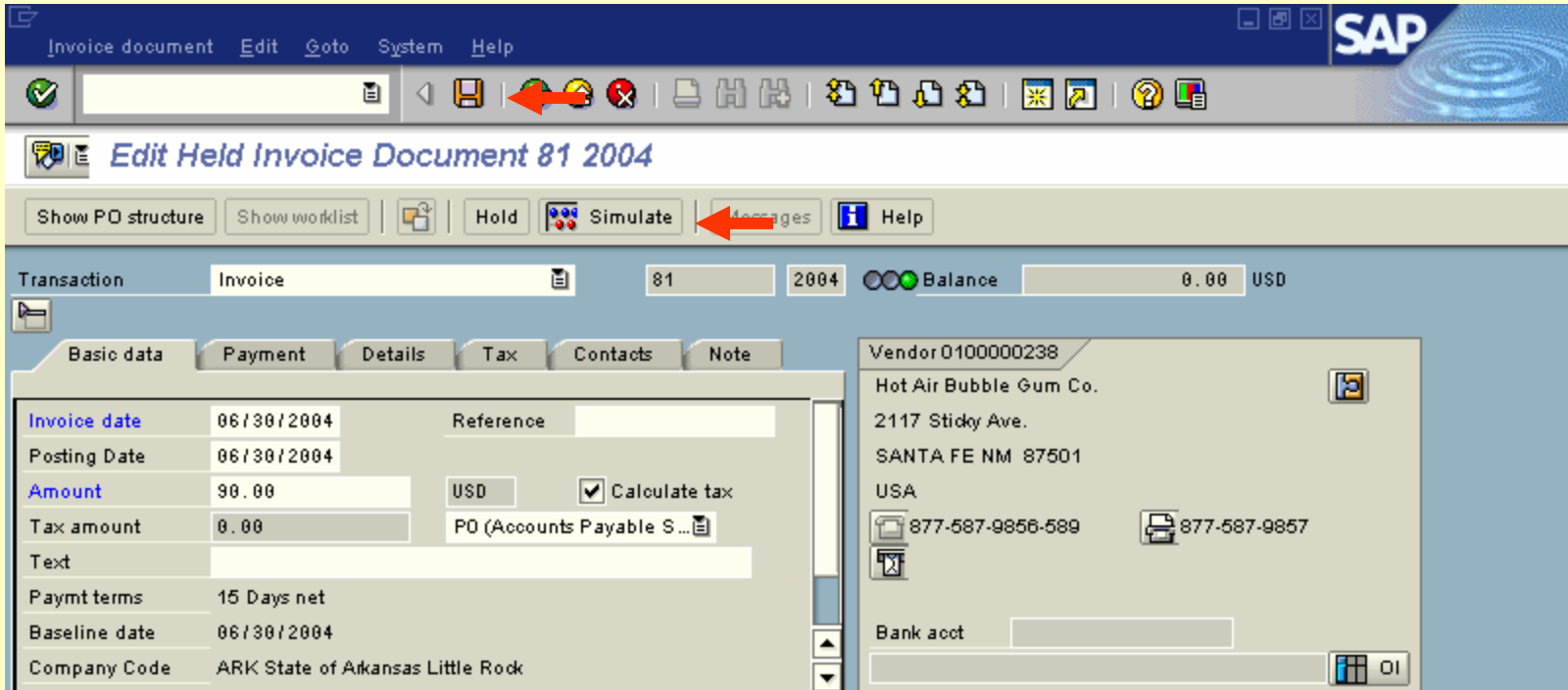
Invoice status

- ☒ Held
- ☒ Parked
- ☒ Parked as Complete

MIR6 sapetr INS

Type in the fiscal year, user name, and company code. Choose Entry Type Held/Parked and Invoice Status Held, Parked, and Parked as Complete. You can use dates and reference codes to further narrow down the selection.

[illegible]

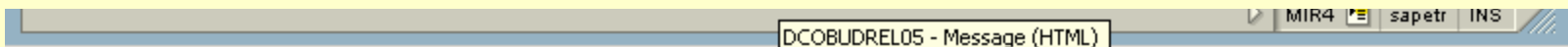


The screenshot shows the SAP 'Edit Held Invoice Document 81 2004' window. The top menu bar includes 'Invoice document', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons, including a diskette icon for posting. The main window has a title bar 'Edit Held Invoice Document 81 2004' and a toolbar with buttons for 'Show PO structure', 'Show worksheet', 'Hold', 'Simulate', 'Messages', and 'Help'. The 'Simulate' button is highlighted with a red arrow. The main area displays transaction details for 'Invoice 81' in '2004' with a 'Balance' of '0.00 USD'. The 'Basic data' tab is active, showing fields for 'Invoice date' (06/30/2004), 'Posting Date' (06/30/2004), 'Amount' (90.00), 'Tax amount' (0.00), 'Text', 'Paymt terms' (15 Days net), 'Baseline date' (06/30/2004), and 'Company Code' (ARK State of Arkansas Little Rock). The 'Reference' field is empty. The 'Vendor' field is 'Vendor 0100000238', and the 'Bank acct' field is empty. The 'Messages' button is also highlighted with a red arrow.

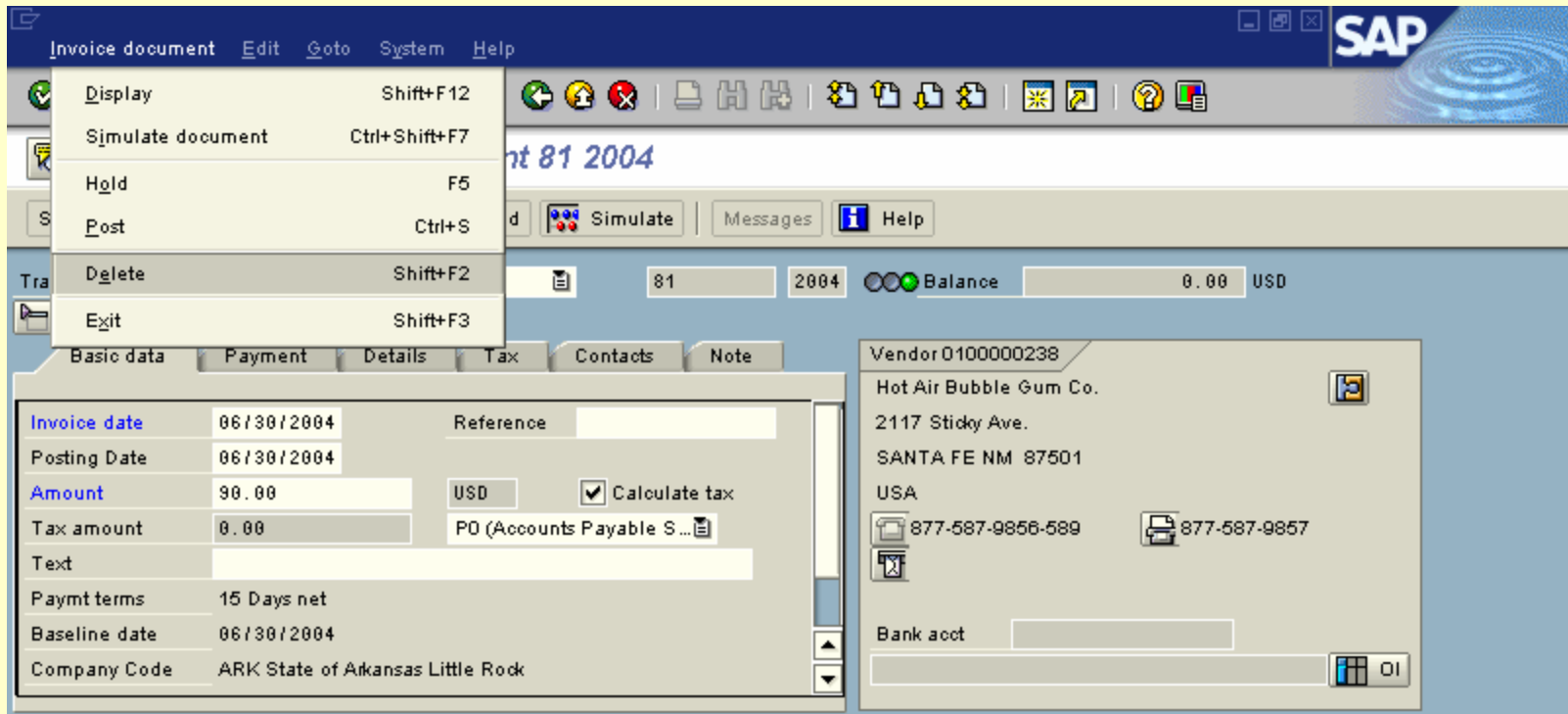
Make changes to line items as necessary.

Click on the simulate button  **Simulate** for an overview of the document when data entry is complete.

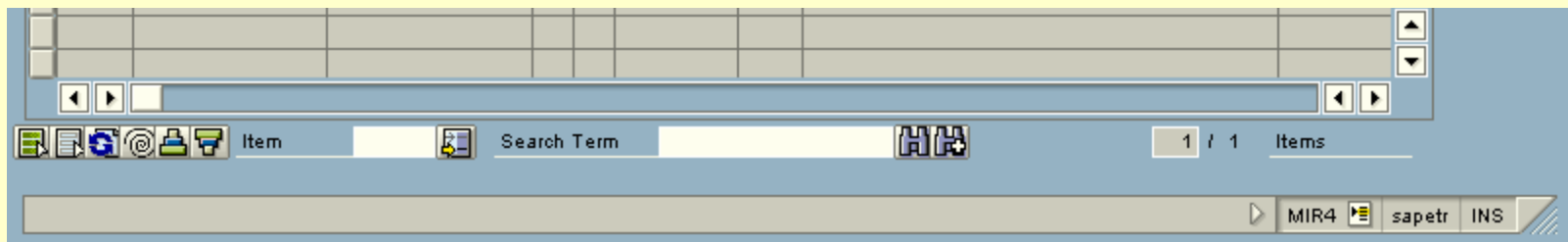
Use the diskette icon to post . Successful posting results in a message that document was posted.



The screenshot shows the bottom of the SAP window with a message bar. The message bar displays 'DCOBUDREL05 - Message (HTML)' and 'MIR4 sapetr INS'.



To delete a held MIRO, choose Invoice document>Delete from the menu.

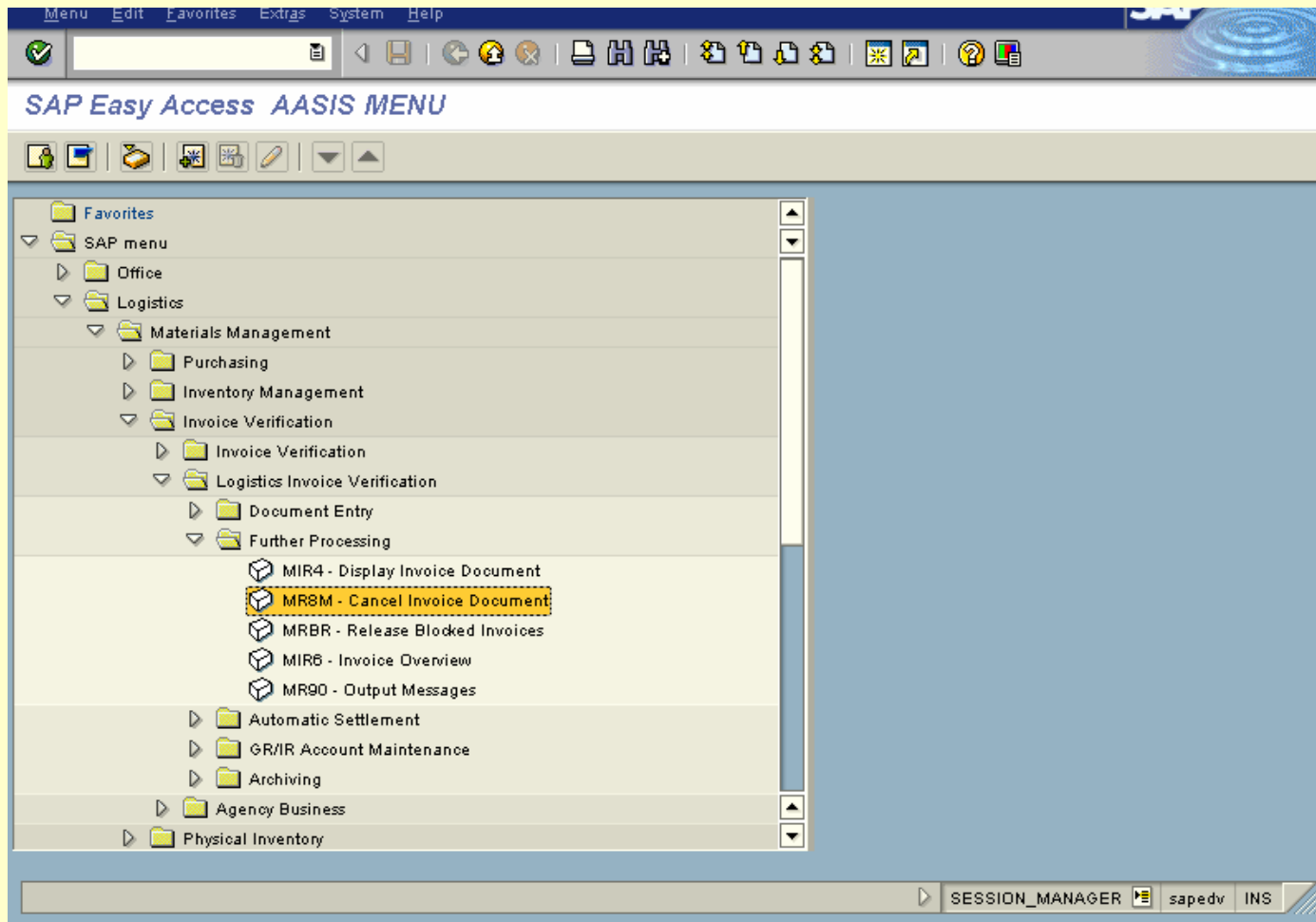




LOGISTICS INVOICING

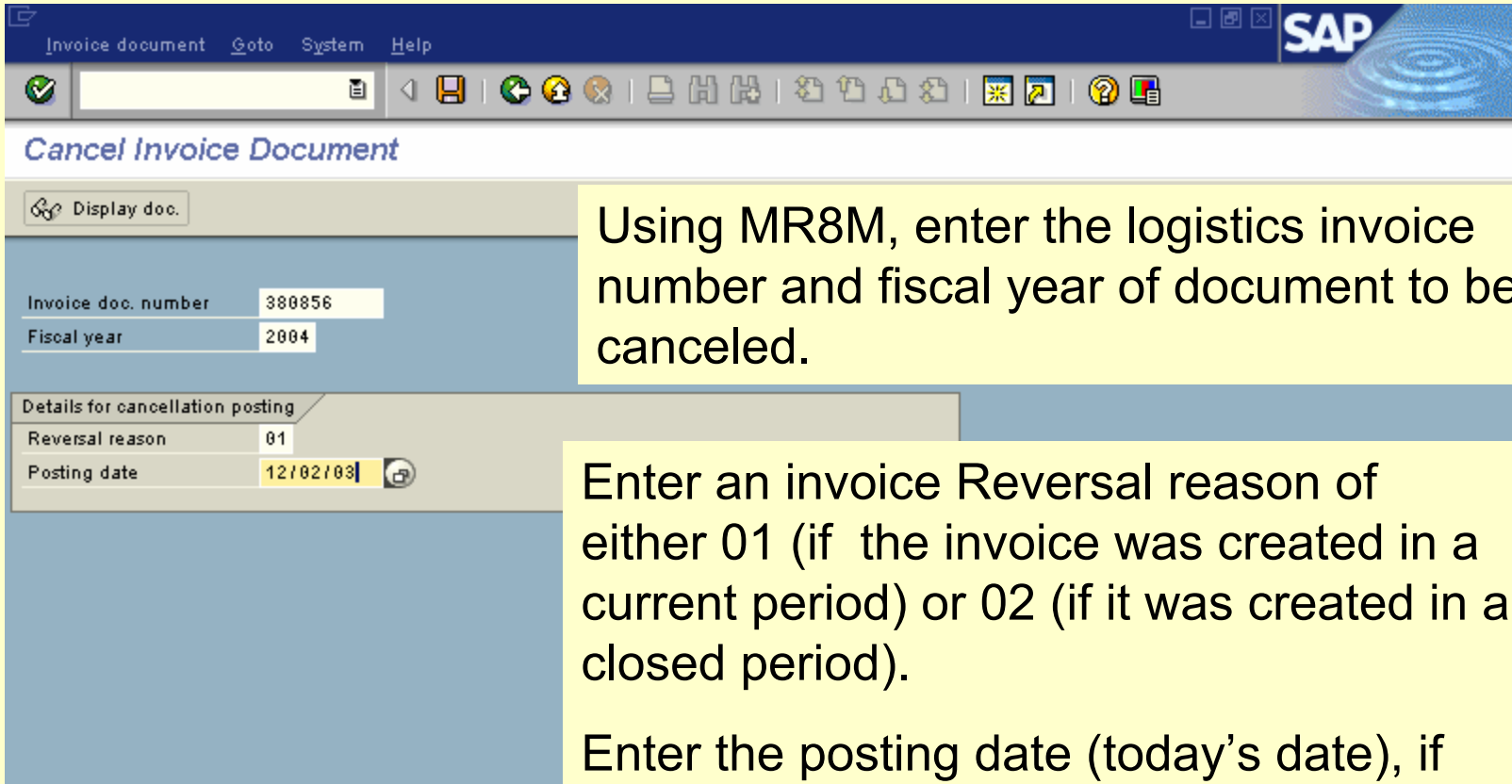
D. Reversing a Logistics Invoice

Reversing a Logistics Invoice with MR8M



Reversing a Logistics Invoice with MR8M

- MR8M is used to reverse an invoice created in MIRO.
- Since a MIRO invoice generates a financial accounting document on the FI area of AASIS, a second step is required to clear the FI document after reversing the MM invoice document with MR8M.
- **NOTE:** Both steps must be performed in the same day to avoid the invoice remaining open for payment.



The screenshot shows the SAP 'Cancel Invoice Document' screen. The title bar includes 'Invoice document', 'Goto', 'System', and 'Help'. The SAP logo is in the top right corner. Below the title bar is a toolbar with various icons. The main area is titled 'Cancel Invoice Document' and contains a 'Display doc.' button. Below this button are two input fields: 'Invoice doc. number' with the value '380856' and 'Fiscal year' with the value '2004'. Below these fields is a section titled 'Details for cancellation posting' which contains two input fields: 'Reversal reason' with the value '01' and 'Posting date' with the value '12/02/03' and a calendar icon.

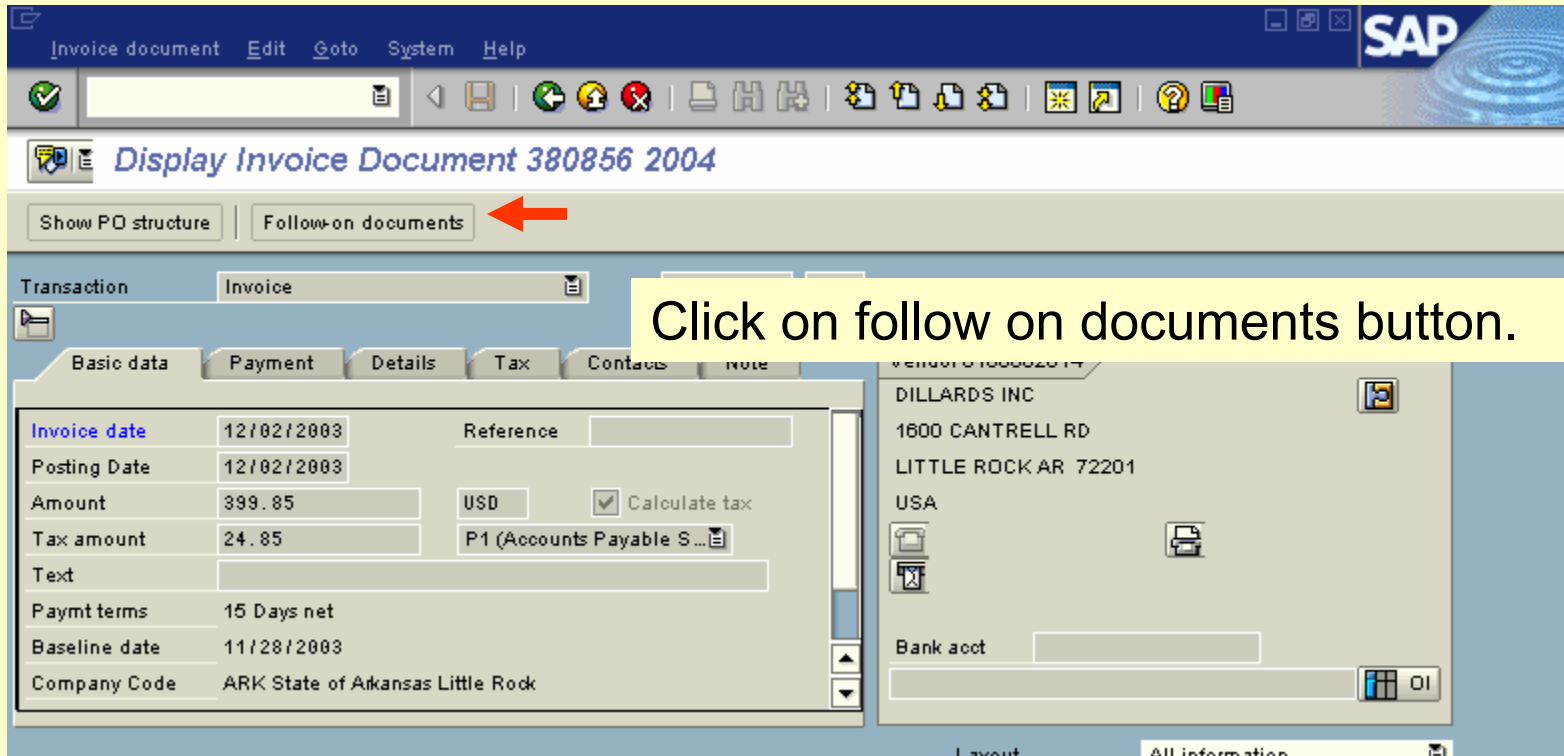
Using MR8M, enter the logistics invoice number and fiscal year of document to be canceled.

Enter an invoice Reversal reason of either 01 (if the invoice was created in a current period) or 02 (if it was created in a closed period).

Enter the posting date (today's date), if the invoice was created in a closed period.

Click on the display doc. button.





Invoice document Edit Goto System Help

Display Invoice Document 380856 2004

Show PO structure Follow-on documents

Transaction: Invoice

Basic data Payment Details Tax Contacts Note

Invoice date: 12/02/2003 Reference: Posting Date: 12/02/2003 Amount: 399.85 USD Calculate tax Tax amount: 24.85 P1 (Accounts Payable S... Text: Paymt terms: 15 Days net Baseline date: 11/28/2003 Company Code: ARK State of Arkansas Little Rock

Vendor: 100002014
DILLARDS INC
1600 CANTRELL RD
LITTLE ROCK AR 72201
USA
Bank acct: OI

Layout All information

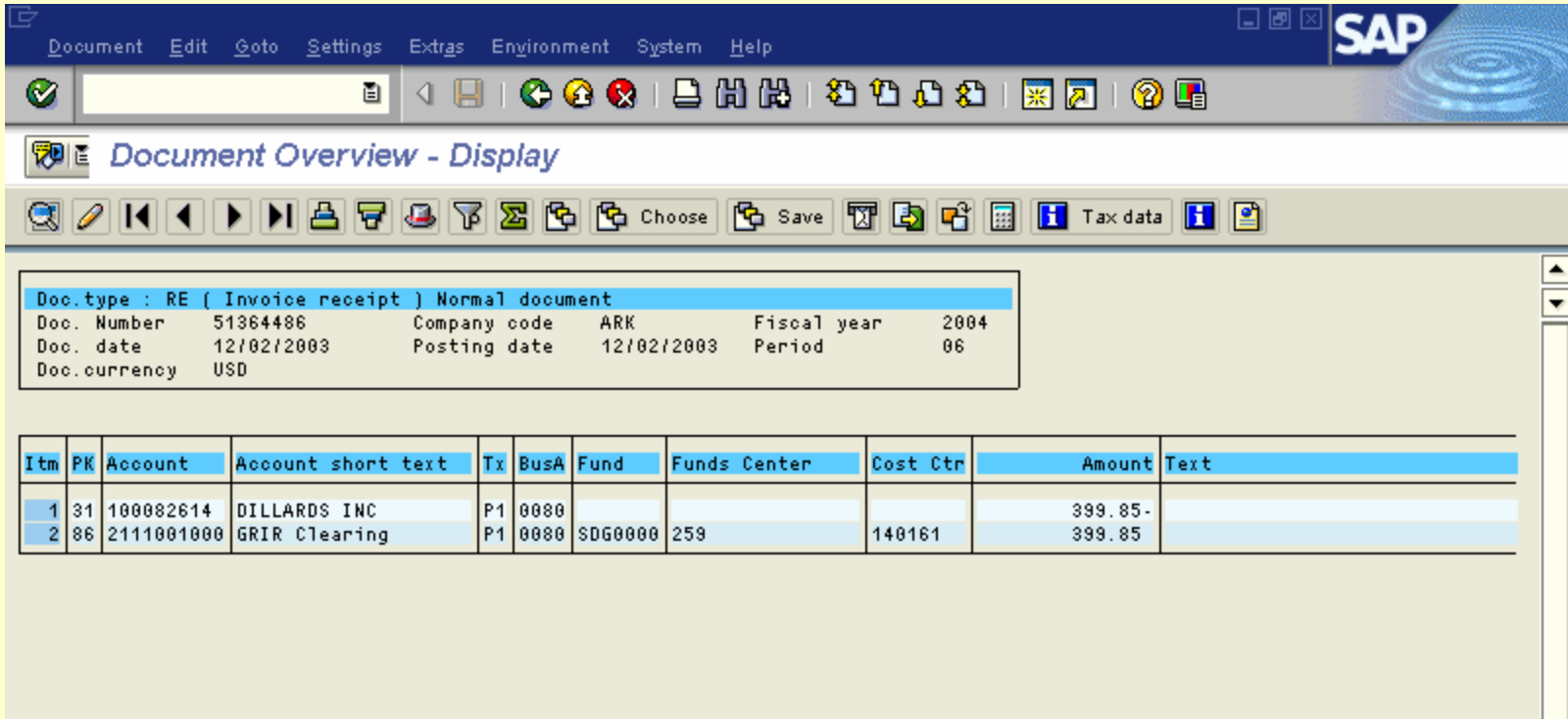
Click on follow on documents button.

Double-click on the accounting document.

List of Documents in Accounting

Object type text	Doc. Number
Accounting document	0051364486
Spec. purpose ledger	1023779921
Funds Management doc	1008236837

Original document [Print] [Close]



The screenshot shows the SAP 'Document Overview - Display' screen. The top menu bar includes Document, Edit, Goto, Settings, Extras, Environment, System, and Help. Below the menu is a toolbar with various icons for document management. The main area displays document details for a receipt (RE) and a table of line items.


Document Details:

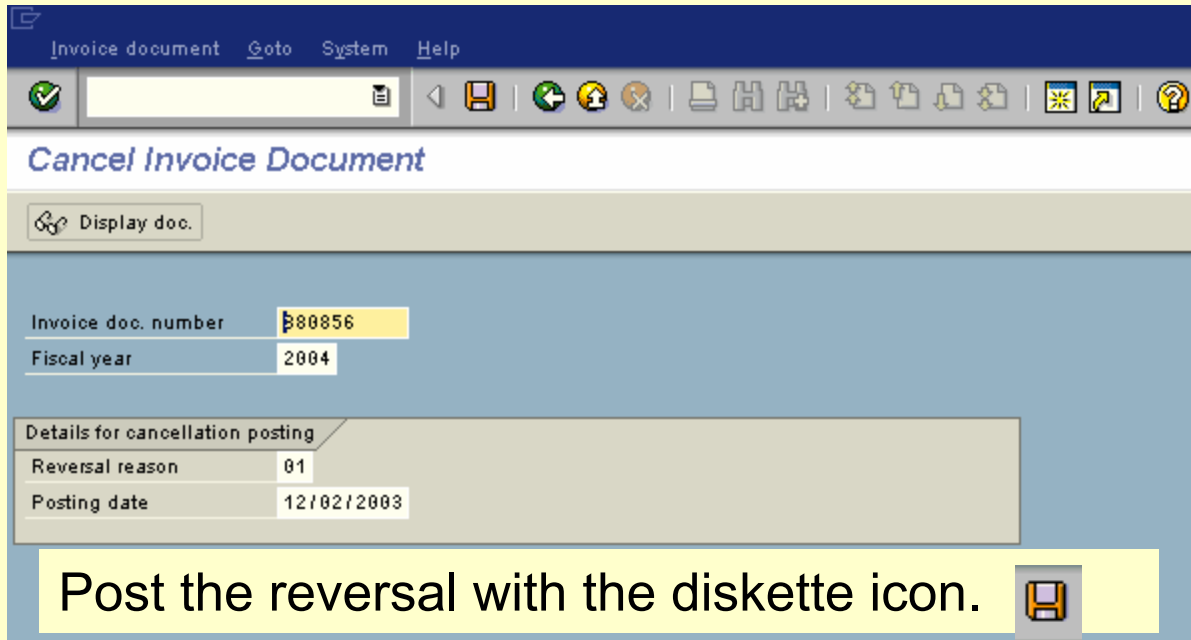
Doc. type	RE (Invoice receipt)	Normal document
Doc. Number	51364486	Company code ARK Fiscal year 2004
Doc. date	12/02/2003	Posting date 12/02/2003 Period 06
Doc. currency	USD	

Line Items Table:

Item	PK	Account	Account short text	Tx	BusA	Fund	Funds Center	Cost Ctr	Amount	Text
1	31	100082614	DILLARDS INC	P1	0080				399.85-	
2	86	2111001000	GRIR Clearing	P1	0080	SDG0000	259	140161	399.85	

Ensure that this is the invoice for reversal.

Use the green back arrow to return to the first screen of the MR8M 



Invoice document Goto System Help

Cancel Invoice Document

Display doc.


Invoice doc. number 380856

Fiscal year 2004

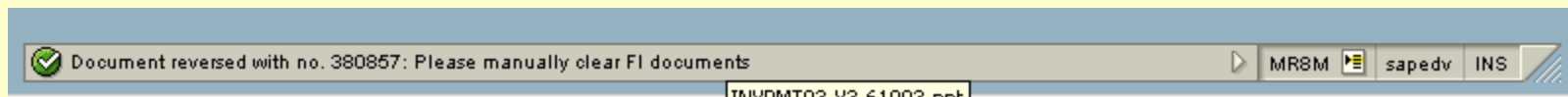
Details for cancellation posting

Reversal reason 01

Posting date 12/02/2003

Post the reversal with the diskette icon. 

The system will generate a posted document number with a reminder to clear the FI documents.



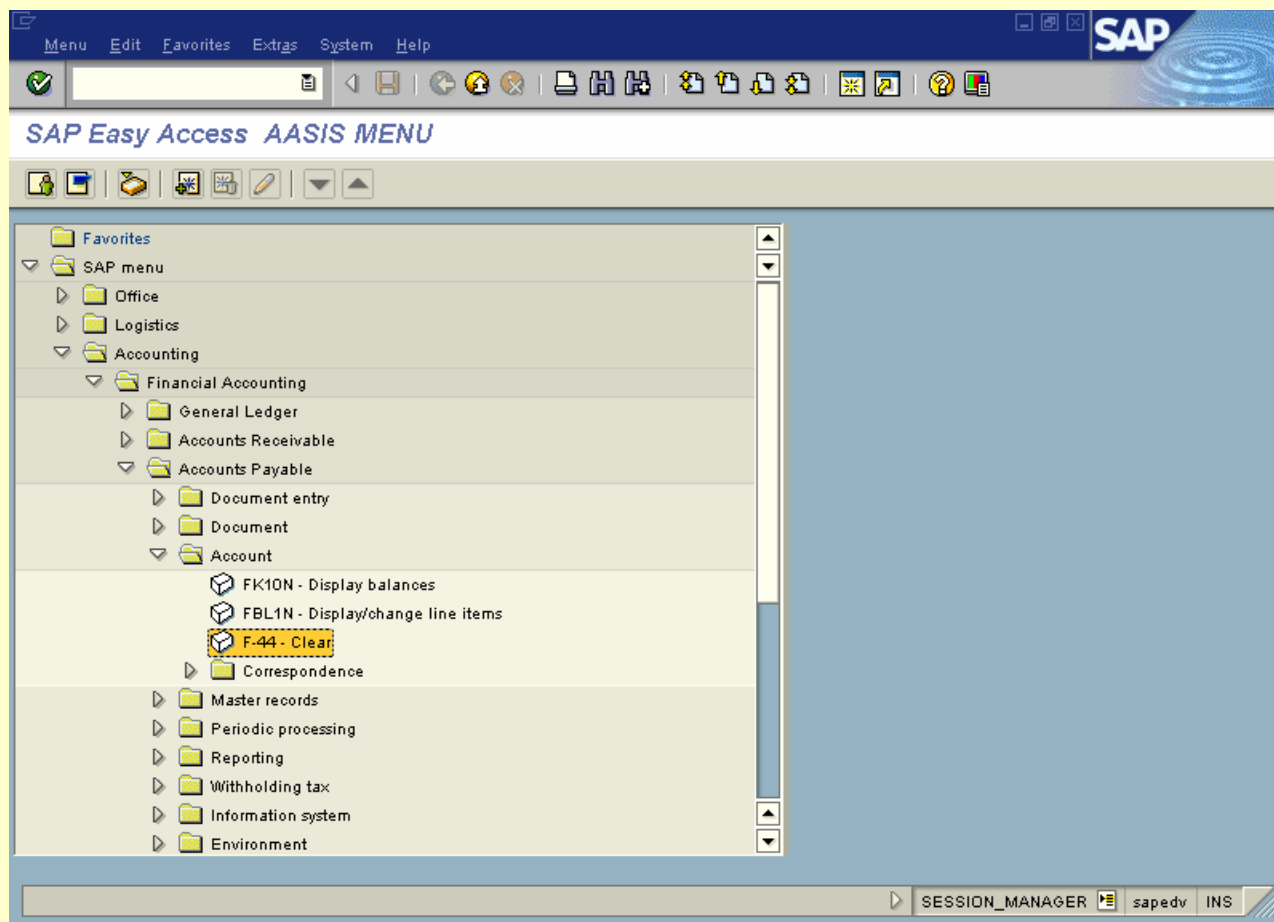
Document reversed with no. 380857: Please manually clear FI documents

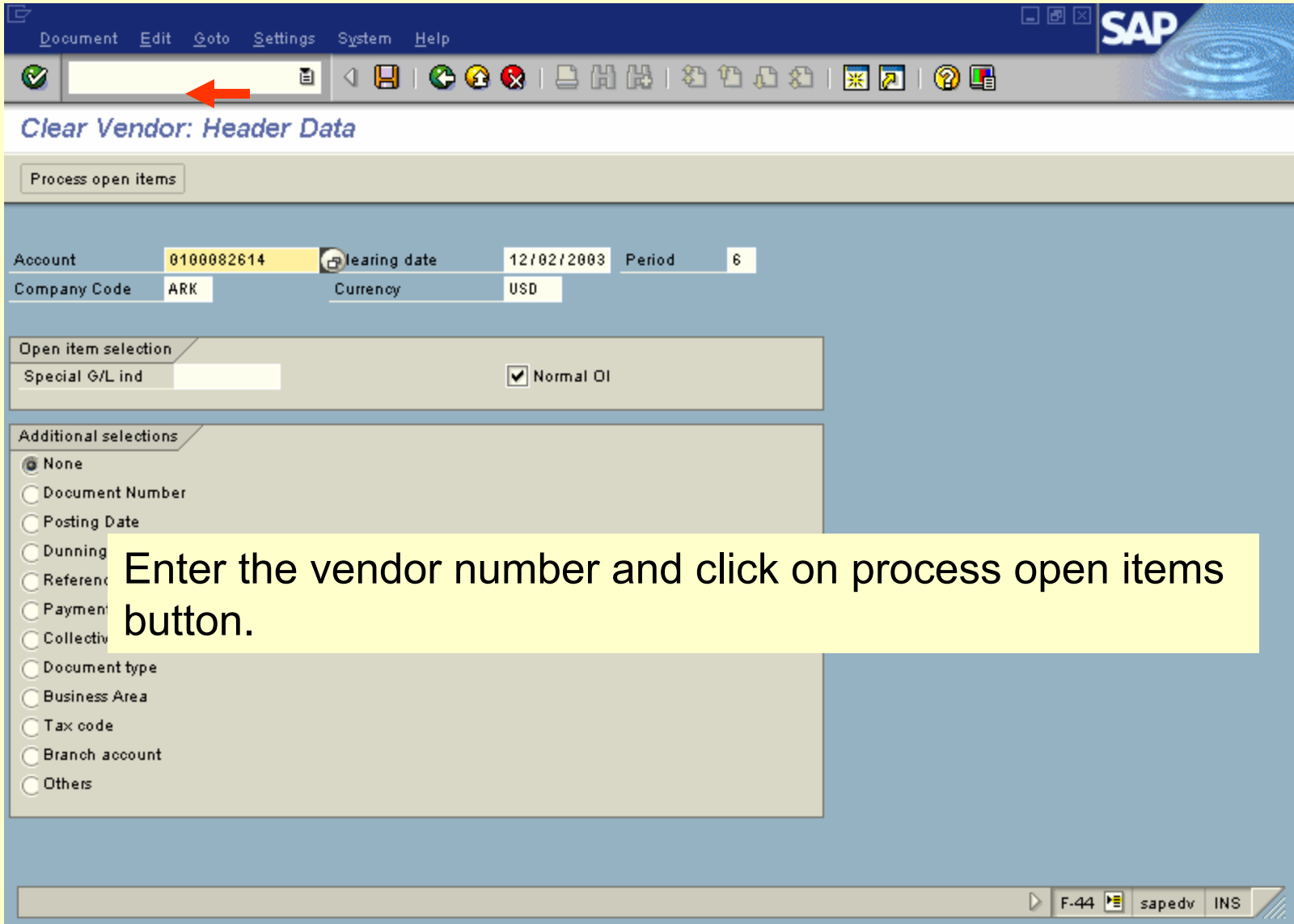
MR8M sape dv INS

TNWPMT03-W3-61003 nnt

Manually clear the vendor open items with Transaction F-44 (instructions follow). *You must do this on the same day or the FI document will remain open for payment.*

Clearing Vendor Open Items for a Logistics Invoice with F-44





The screenshot shows the SAP 'Clear Vendor: Header Data' screen. At the top, there is a menu bar with 'Document', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. A red arrow points to the 'Clear' icon (a red circle with a white 'X').

The main area of the screen is titled 'Clear Vendor: Header Data'. It contains several input fields and buttons:

- Process open items** button
- Account**: 0100082614
- Clearing date**: 12/02/2003
- Period**: 6
- Company Code**: ARK
- Currency**: USD
- Open item selection** section:
 - Special G/L ind**: (empty field)
 - ☒ **Normal OI**
- Additional selections** section:
 - ☒ **None**
 - ☐ Document Number
 - ☐ Posting Date
 - ☐ Dunning
 - ☐ Reference
 - ☐ Payment
 - ☐ Collective
 - ☐ Document type
 - ☐ Business Area
 - ☐ Tax code
 - ☐ Branch account
 - ☐ Others

A yellow text box is overlaid on the screen, containing the text: 'Enter the vendor number and click on process open items button.'

At the bottom right of the screen, there is a status bar with the text 'F-44', 'sapedv', and 'INS'.

Document Edit Goto Settings Environment System Help

Clear Vendor: Process open items

Distribute diff. Charge off diff. Editing options **Cash Disc. Due**

Standard Partial pmt Res.items Withhldg tax

Account items 100082614 DILLARDS INC

Assignment	Document	D..P..	Posting	Docume...	USD Gross	Cash disont	Cash...
00513644...	51364480	RE 31	11/25/2...	11/25/2...	79.97-		
00513644...	51364486	RE 31	12/02/2...	12/02/2...	399.85-		
00513644...	51364487	RE 21	12/02/2...	12/02/2...	399.85		

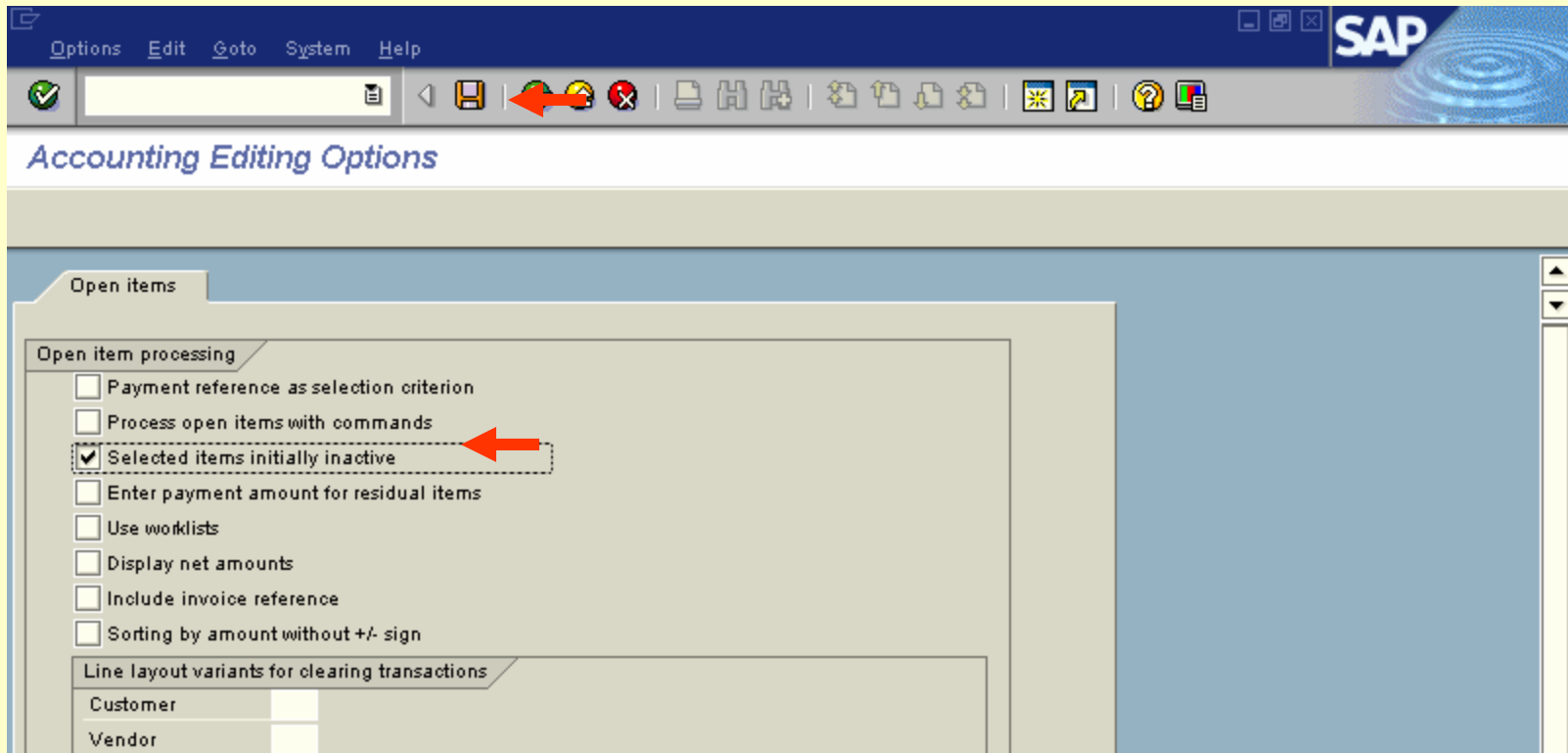
Am... Gross<>... Currency Items Items Disc. Disc.

Editing status

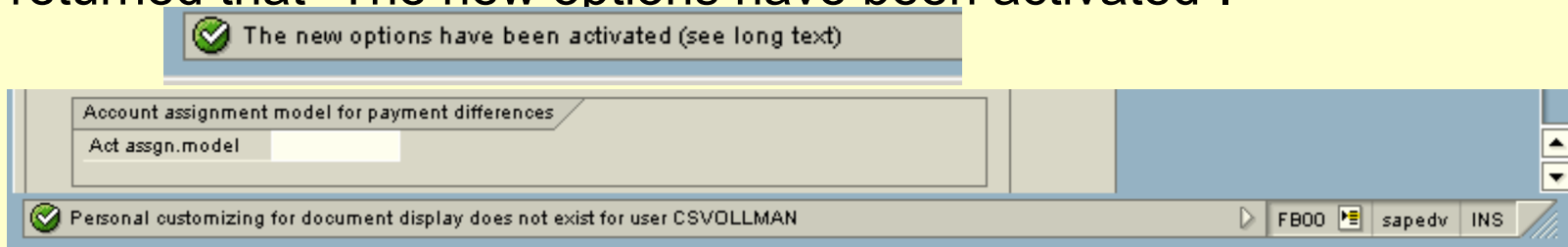
Number of items	3	Amount entered	0.00
Display from item	1	Assigned	79.97-
Reason code		Difference postings	
Display in clearing currency		Not assigned	79.97

pedv INS




Click on the editing options button only if your “USD gross” amounts are shaded blue.



Select “Selected items initially inactive” and save. Message will be returned that “The new options have been activated”.




Clear Vendor: Process open items










Distribute diff.
 
 Editing options

Standard
 Partial pmt
 Res.items
 Withhldg tax

Account items 100000082 Mountain Goat Supply

Assignment	Document ...	D..P..	Posting ...	Docume...	USD Gross	Cash discent	Cash...
00510002 ...	51000234	RE 31	06/12/2 ...	06/12/2 ...	96.87 -		
00510002 ...	51000235	RE 21	06/12/2 ...	06/12/2 ...	96.87		
10000000 ...	1000000000	KR 31	06/13/2 ...	06/13/2 ...	100.00 -		



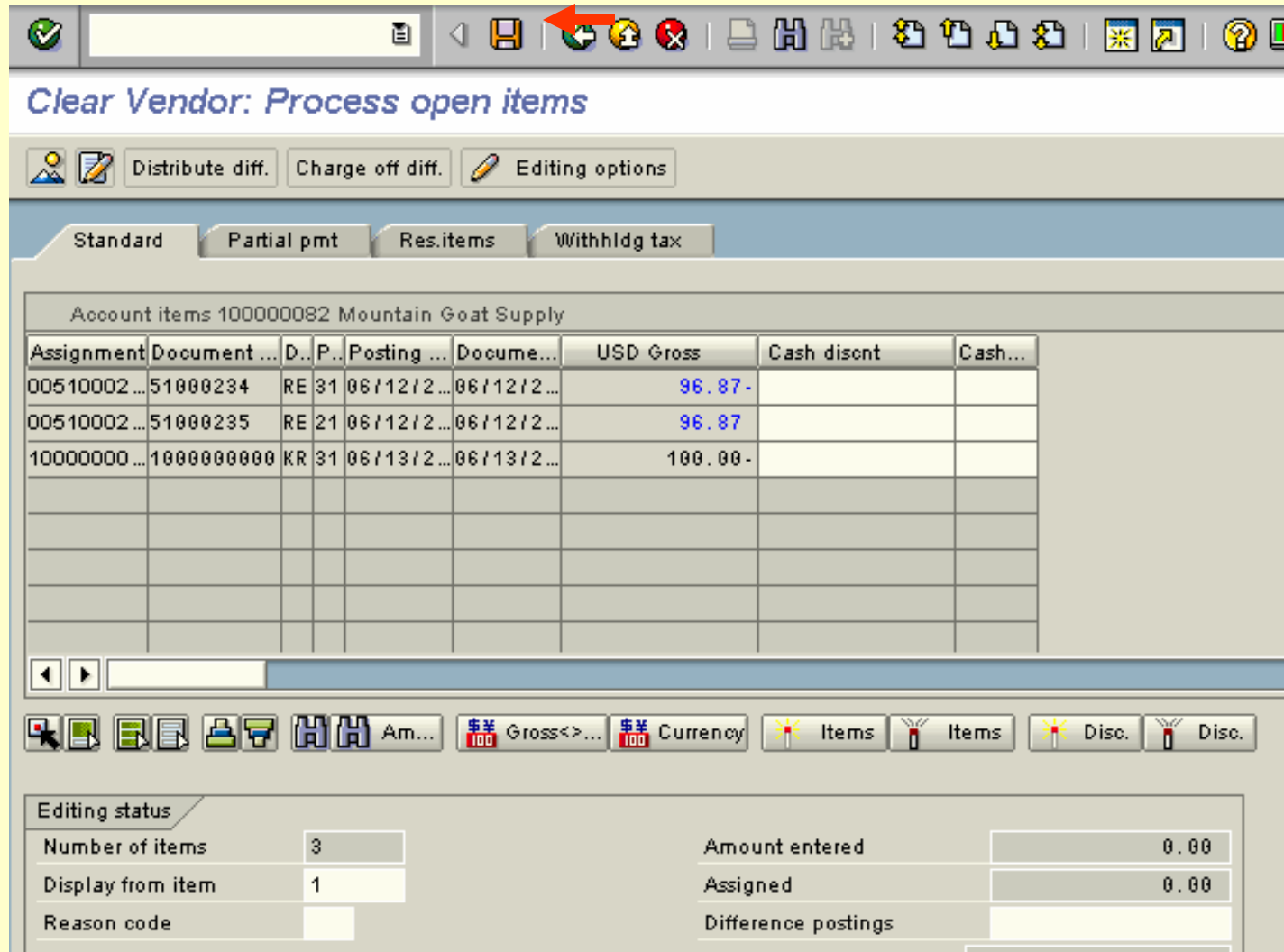

 Am...
 
 Gross<>...
 
 Currency
 
 Items
 
 Items
 
 Disc.
 
 Disc.

Editing status

Number of items	3	Amount entered	0.00
Display from item	1	Assigned	0.00
Reason code		Difference postings	
Display in clearing currency		Not assigned	0.00

Double click an amount to select or de-select. Selected items appear in blue.

To clear the vendor open items, select the matching debit and credit amounts along with the matching document number. The Not assigned amount should show zero.



Clear Vendor: Process open items

Distribute diff. Charge off diff. Editing options

Standard Partial pmt Res.items Withldg tax

Account items 100000082 Mountain Goat Supply

Assignment	Document ...	D..	P..	Posting ...	Docume...	USD Gross	Cash discont	Cash...
00510002 ...	51000234	RE	31	06/12/2...	06/12/2...	96.87-		
00510002 ...	51000235	RE	21	06/12/2...	06/12/2...	96.87		
10000000 ...	1000000000	KR	31	06/13/2...	06/13/2...	100.00-		

Editing status

Number of items	3	Amount entered	0.00
Display from item	1	Assigned	0.00
Reason code		Difference postings	

Post the document. AASIS will return a posted document number.

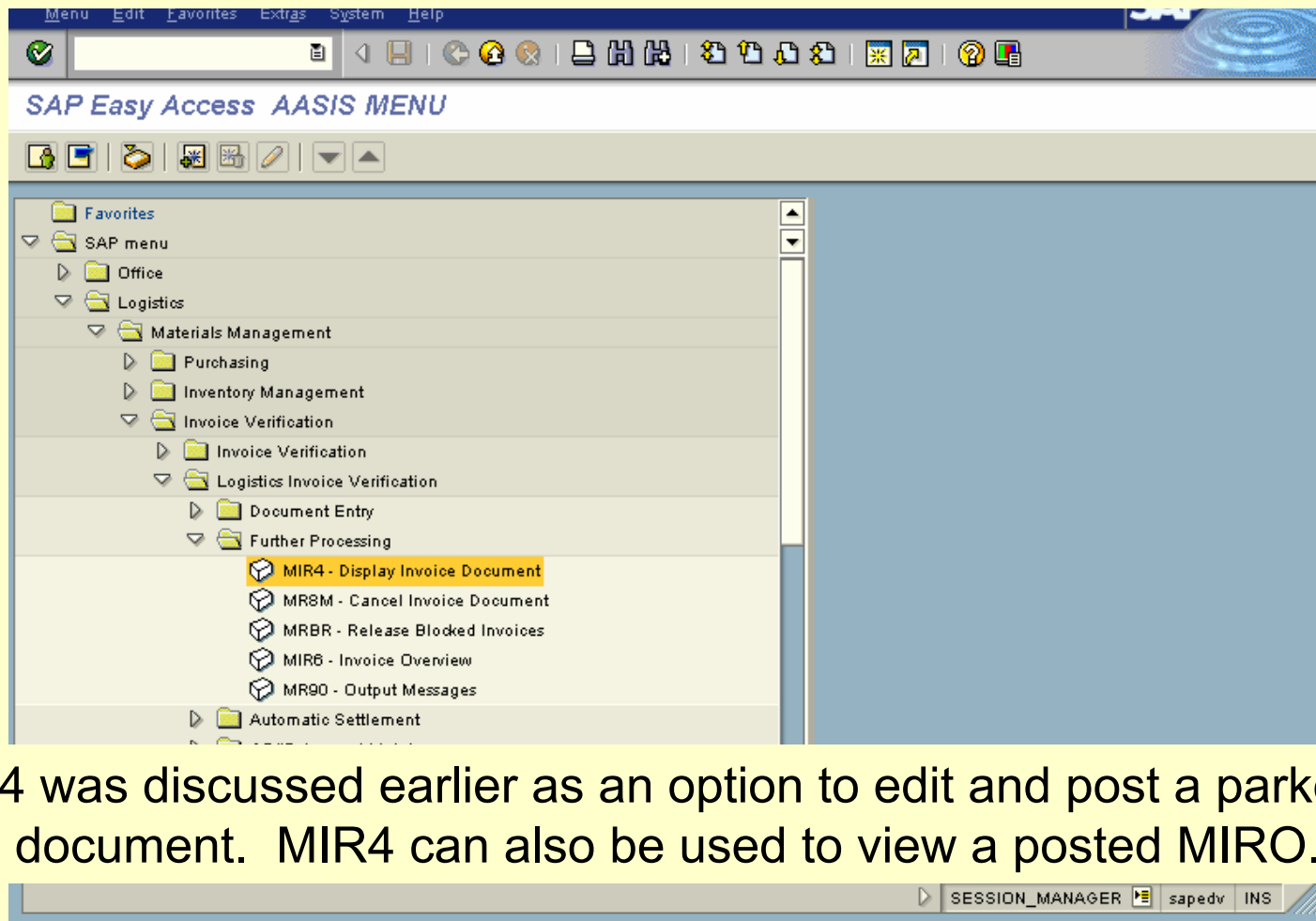
Document 1115803 was posted in company code ARK F-44



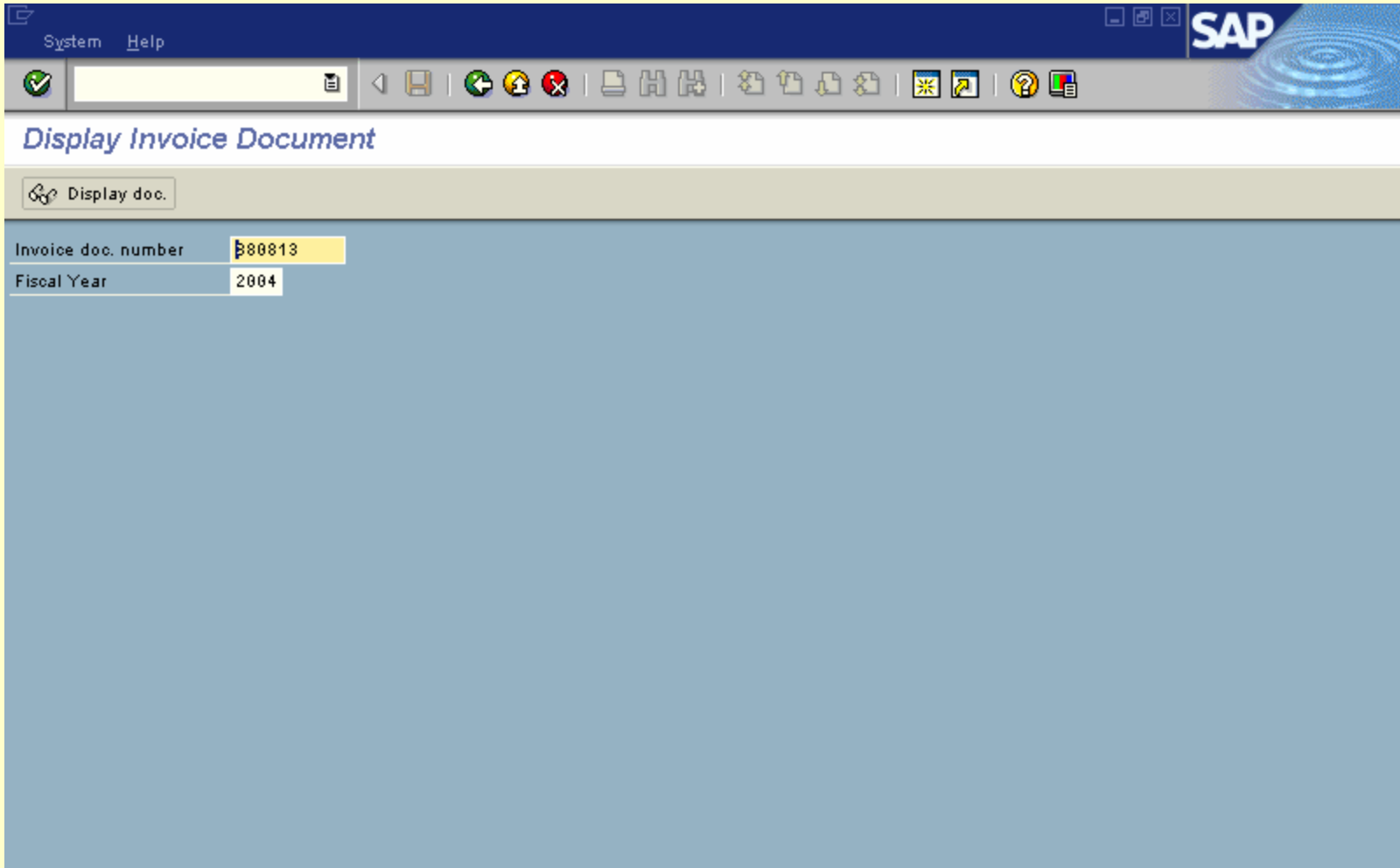
LOGISTICS INVOICING

E. Displaying a Logistics Invoice

Displaying an Invoice Document with MIR4



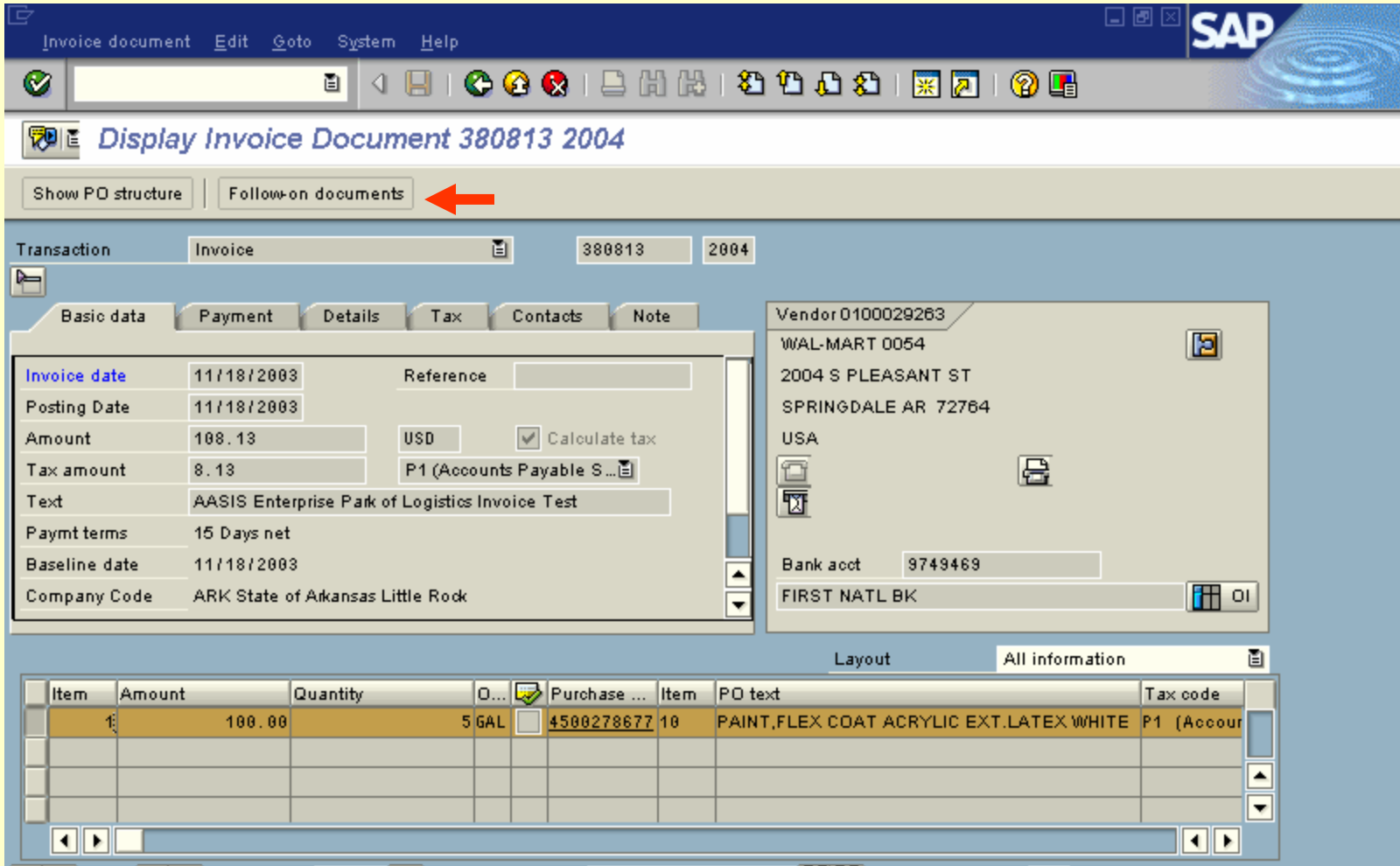
MIR4 was discussed earlier as an option to edit and post a parked or held document. MIR4 can also be used to view a posted MIRO.



The screenshot shows the SAP 'Display Invoice Document' screen. The title bar includes 'System Help' and the SAP logo. Below the title bar is a menu bar with a green checkmark icon and a document icon. The main area has a title 'Display Invoice Document' and a button 'Display doc.'. Below this, there are two input fields: 'Invoice doc. number' with the value '88813' and 'Fiscal Year' with the value '2004'.

Invoice doc. number	88813
Fiscal Year	2004

Enter the document number and fiscal year. Enter, green check, or click Display doc.



Invoice document Edit Goto System Help

SAP

Display Invoice Document 380813 2004

Show PO structure Follow-on documents

Transaction Invoice 380813 2004

Basic data Payment Details Tax Contacts Note

Invoice date 11/18/2003 Reference

Posting Date 11/18/2003

Amount 108.13 USD ☒ Calculate tax

Tax amount 8.13 P1 (Accounts Payable S...)

Text AASIS Enterprise Park of Logistics Invoice Test

Paymt terms 15 Days net

Baseline date 11/18/2003

Company Code ARK State of Arkansas Little Rock

Vendor 0100029263

WAL-MART 0054

2004 S PLEASANT ST

SPRINGDALE AR 72764

USA

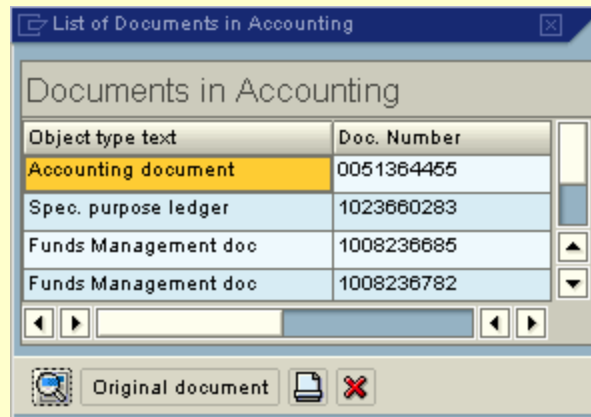
Bank acct 9749469

FIRST NATL BK

Layout All information

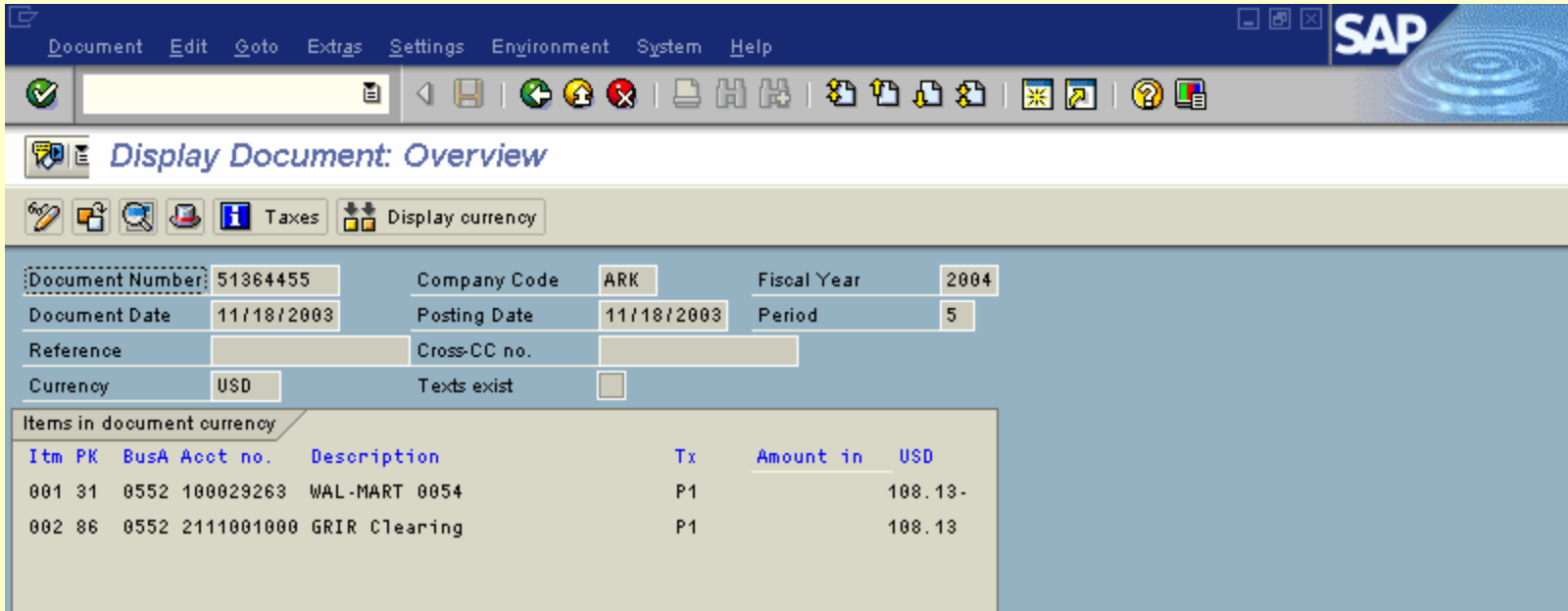
Item	Amount	Quantity	O...	Purchase ...	Item	PO text	Tax code
1	100.00	5 GAL		4500278677	10	PAINT,FLEX COAT ACRYLIC EXT.LATEX WHITE	P1 (Accour

The invoice document is displayed. To see other related documents, click on Follow-on documents.



The system displays the document numbers for follow-on accounting, special purpose ledger, and FM documents. You may view any of these documents by selecting it and choosing the magnifying glass icon.





Display Document: Overview

Document Number: 51364455 Company Code: ARK Fiscal Year: 2004
 Document Date: 11/18/2003 Posting Date: 11/18/2003 Period: 5
 Reference: Cross-CC no.:
 Currency: USD Texts exist: ☐

Items in document currency

Itm	PK	BusA	Acct no.	Description	Tx	Amount in	USD
001	31	0552	100029263	WAL-MART 0054	P1	108.13	-
002	86	0552	211001000	GRIR Clearing	P1	108.13	

The accounting document is displayed. Return to the original document by clicking the back arrow.




Item 1 / 2 Debit/Credit 108.13

FB03 sapedv INS